ADDITIONS/REVISIONS/CORRECTIONS

Regular Meeting July 5, 2023

Addition

- 1. <u>Consent Agenda Item 0: Exempt Permit</u>
 Consider approval of the Application for Exempt Permit for Ducks Unlimited White Bear Lake
 Chapter 032 to conduct lawful gambling on September 9, 2023 at Wings North, 19379
 - Homestead Road, Pine City (Pokegama Township) and authorize County Auditor-Treasurer to sign application.
- 2. Regular Agenda Item 2.1: Joint Powers Agreement 178605 Amendment 3

 Consider approval of Joint Powers Agreement 178605 Amendment 3 between the Minnesota
 Department of Corrections for Work release Services and Pine County Jail. The original contract
 is being amended to continue services for an additional year ending June 30, 2024, also extending
 the total obligation of the state to a maximum obligation of \$320,000. All rates remain the same.
 Authorize Board Chair and County Administrator to sign.



AGENDA REQUEST FORM

	Date of Meeting:		July 5, 2023		
	☐ County Board ☐ Consent Agenda ☐ Regular Agenda	5 mins	10 mins	15 mins	Other
	Personnel Committee				
	Other				
Agenda Item:	Exempt Permit				
Department: Department Head signature	Auditor-Treasu	rer			
Background inf	ormation on Item:				
	empt Permits: ed White Bear Lake Chapter 0 n, 19.79 Homestead Rd, Pine C		_	_	eptember 9, 2023
Action Requeste	ed:				
Acknowledge appli	cation and authorize County A	uditor-Treas	surer to sign	the applicati	ion.
Financial Impa	et:				
1 W/A					



AGENDA REQUEST FORM

Date of Meeting: July 5, 2023

County Board
Consent Agenda
Regular Agenda
Fersonnel Committee
Other
Other
Personnel T78605 - Amendment 3

Department: Pine County Sheriff's Office - Jail

Background information on Item:

Annually the Pine County Jail enters into a Joint Powers Agreement with the Minnesota Department of Corrections for Work Release Services. Pine County Jail will provide work release services under the rules and regulations of the Minnesota Department of Corrections Work Release Program Manual as provided by the State authorized representative. The original contract is being amended to continue services for an additional year ending June 30, 2024. Also extending the total obligation of the state to a maximum obligation of \$320,000. All rates remain the same.

See attached Amendment #3 to include Amendment #1, #2 and the original agreement #178605

Action Requested:

Request board approval of JPA 178605 Amendment #3 and appropriate signatures.

Financial Impact:

Original contract (2021) = Max \$80,000 - Amendment #1 added \$80,000 - Amendment #2 added \$80,000 - Amendment #3 adds another \$80,000 for a maximum payout of \$320,000 for work release program.

STATE OF MINNESOTA ENCUMBRANCE WORKSHEET

State Accounting Information:

SWIFT Contract No. 178605 Amendment 3 PO No.:

Agency: P78 Corrections Fiscal Year(s): FY24		Vendor Number: 0000197310	
Total Amount of Contract: \$320,000.00			
Category Code: 92101700			
Account Code: 411317			

Accounting Distribution 1:	Accounting Distribution 2:	Accounting Distribution 3:
Fund: 1000	Fund:	Fund:
AppropID: P786710	AppropID:	AppropID:
Fin DeptID: P7836701	Fin DeptID:	Fin DeptID:
Project (3000 fund only):	Project (3000 fund only):	Project (3000 fund only):
Amount: \$40,000.00	Amount:	Amount:

Contract Start Date: July 01, 2020

Expiration Date: June 30, 2024

Contractor Name and Address: Pine County - Pine County Sheriff's Office, 635 Northridge Drive NW, Suite 130, Pine City, MN 55063.

Social Security or Federal Employer I.D. No: 41 - 6005864

Minnesota Tax I.D. No. (if applicable): 8027146

AMENDMENT COVER SHEET

(Minn. Stat. §§ 16C.05, subd. 2(c), 16C.08, subd. 2 and 3)

Instructions:

- 1. Complete this form for contract amendments that extend the end date of a contract, add/reduce work and money, or change any other term or condition of the contract.
- 2. Attach this form to the amendment when sending to the Department of Administration for approval. Please always include copies of the original certification form, solicitation document, single source justification, the original contract, and any previous amendments as these are used for reference.
- 3. Admin will retain this cover sheet for its files.

Agency: Corrections (Work Release)	Name of Contractor: Pine County
Current Contract Term: 7/1/20 – 6/30/23	Project Identification: 178605
Amendments to contracts must entail tasks that o	are substantially similar to those in the original contract or involve tasks that are so

Amendments to contracts must entail tasks that are substantially similar to those in the original contract or involve tasks that are so closely related to the original contract that it would be impracticable for a different contractor to perform the work. The commissioner or an agency official to whom the commissioner has delegated contracting authority under Minn. Stat. § 16C.03, subd. 16, must determine that an amendment would serve the interest of the state better than a new contract and would cost no more. An amendment should be in effect before the contract expires.

What changes are being made to the to the contract? Complete appropriate box(es) for the amendment submitted.

- 1. \boxtimes Amendment to the Expiration Date of the contract
 - a. Proposed New Expiration Date: 6/30/2024
 - b. Why is it necessary to amend the Expiration Date? DOC would like services under this agreement to continue for an additional year.
- 2.

 Amend Duties and Cost

 Amend Duties Only
 - a. Describe the amendment: The nature of the services is not changing, this amendment just extends them for another year.
 - b. If cost is amended, insert the amount of the original contract AND amount of each amendment below:

Original Agreement: \$80,000.00

Amendment 1: <u>\$80,000.00</u>

Amendment 2: \$80,000.00

Amendment 3 (This amendment): \$80,000.00

3.

Amendment to change other terms and conditions of the contract:

Rev. 12/2020 Page 1 of 4

a. Describe the changes that are being made:

Rev. 12/2020 Page 2 of 4

Amendment 3 to Joint Powers Agreement 178605

Contract Effective Date:	July 1, 2020	Total Contract Amount:	\$320,000.00
Original Contract Expiration Date:	June 30, 2021	Original Contract:	\$80,000.00
Current Contract Expiration Date:	June 30, 2022	Previous Amendment(s) Total:	\$160,000.00
Requested Contract Expiration Date:	June 30, 2023	This Amendment:	\$80,000.00

This amendment is by and between the State of Minnesota, acting through its Commissioner Corrections, Department of Corrections, Work release Unit, 1450 Energy Park Drive, Suite 200, St. Paul, MN 55108 ("State") and Pine County-Pine County Sherriff's Office whose designated business address is 635 Northridge Drive NW, Suite 130, Pine City, MN 55063 ("Governmental Unit"). State and Governmental Unit may be referred to jointly as "Parties."

Recitals

- 1. The State has a Joint Powers Agreement with the Governmental Unit identified as 178605 ("Original Contract") to provide work release services.
- 2. The Original Contract is being amended to continue services for an additional year.
- 3. The Parties are willing to amend the Original Contract as stated below.

Contract Amendment

In this Amendment, changes to pre-existing Contract language will use strike through for deletions and underlining for insertions.

REVISION 1. Clause 1. "Term of Agreement" is being amended as follows:

1. Term of Agreement

- 1.1 *Effective date.* July 1, 2020, or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later.
- 1.2 *Expiration date.* June 30, 2023 2024, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

REVISION 2. Clause 3. "Payment" is as follows:

The State will pay Sixty and 00/100 dollars (\$60.00) per day per State offender participating in the Governmental Unit's work release program and twenty one dollars and 12/100 (\$21.12) per day per offender on Phase 2 (electronic monitoring/GPS; for offender's participating in the Contractor's work release program) inclusive of date of arrival and not inclusive of date of departure. Payment will be consistent with the fiscal section in the Work Release Program Guidelines Manual. This agreement does not include any additional reimbursement for travel and subsistence expenses incurred by the Governmental Unit in the performance of this agreement.

The total obligation of the State under this agreement will not exceed $\frac{\text{Two Hundred Forty}}{\text{Thousand dollars and 00/100}}$ Three Hundred Twenty Thousand and 00/100 (\$ 240,000.00 320,000.00).

Rev. 12/2020 Page 3 of 4

1. State Encumbrance Verification

The Original Contract and any previous amendments are incorporated into this amendment by reference. Except as amended herein, the terms and conditions of the Original Contract and all previous amendments remain in full force and effect.

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05	With delegated authority
Print Name: Docusigned Mary Myers Mary Myers Signature: CFC5556E734244C Accounting Officer Date: SWIFT Contract No.178605 PO#3-	Print Name:
2. Governmental Unit Rodney Williamson Print Name:	4. Commissioner of Administration As delegated to The Office of State Procurement
Signature: Jail Administrator Title: Date:	Print Name:Signature:
Print Name:	Title:Date: Admin ID
Title:Date:	

3. State Agency

Rev. 12/2020 Page 4 of 4

AMENDMENT COVER SHEET

(Minn. Stat. §§ 16C.05, subd. 2(c), 16C.08, subd. 2 and 3)

Instructions:

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- 3. Admin will retain this cover sheet for its files.

Agency:	Correc	ctions (Work Release) Name of Contractor: Pine County
Current	Contra	act Term: 7/1/20 - 6/30/22 Project Identification: 178605
closely rei commissi 16, must i	lated to oner or determ	contracts must entail tasks that are substantially similar to those in the original contract or involve tasks that are so to the original contract that it would be impracticable for a different contractor to perform the work. The an agency official to whom the commissioner has delegated contracting authority under Minn. Stat. § 16C.03, subc vine that an amendment would serve the interest of the state better than a new contract and would cost no more. A uld be in effect before the contract expires.
What ch	anges	are being made to the to the contract? Complete appropriate box(es) for the amendment submitted.
1. [⊠ Am	endment to the Expiration Date of the contract
	a.	Proposed New Expiration Date: 6/30/2023
	b.	Why is it necessary to amend the Expiration Date? DOC would like services under this agreement to continue for an additional year.
2.	⊠ Am	end Duties and Cost
	a.	Describe the amendment: The nature of the services is not changing, this amendment just extends then for another year.
	b.	If cost is amended, insert the amount of the original contract AND amount of each amendment below:
		Original Agreement: \$80,000.00
		Amendment 1: <u>\$80,000.00</u>

3. \square Amendment to change other terms and conditions of the contract:

Amendment 2 (This amendment): \$80,000.00

a. Describe the changes that are being made:

Rev. 12/2020 Page 1 of 3

Amendment 2 to Joint Powers Agreement 178605

\$240,000.00 **Total Contract Amount: Contract Effective Date:** July 1, 2020 **Original Contract:** \$80,000.00 June 30, 2021 **Original Contract Expiration Date: Current Contract Expiration Date:** June 30, 2022 Previous Amendment(s) Total: \$160,000.00 \$80,000.00 June 30, 2023 This Amendment: Requested Contract Expiration Date:

This amendment is by and between the State of Minnesota, acting through its Commissioner Corrections, Department of Corrections, Work release Unit, 1450 Energy Park Drive, Suite 200, St. Paul, MN 55108 ("State") and Pine County-Pine County Sherriff's Office whose designated business address is 635 Northridge Drive NW, Suite 130, Pine City, MN 55063 ("Governmental Unit"). State and Governmental Unit may be referred to jointly as "Parties."

Recitals

- 1. The State has a Joint Powers Agreement with the Governmental Unit identified as 178605 ("Original Contract") to provide work release services.
- 2. The Original Contract is being amended to continue services for an additional year.
- 3. The Parties are willing to amend the Original Contract as stated below.

Contract Amendment

In this Amendment, changes to pre-existing Contract language will use strike through for deletions and underlining for insertions.

REVISION 1. Clause 1. "Term of Agreement" is being amended as follows:

1. Term of Agreement

- 1.1 *Effective date.* July 1, 2020, or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later.
- 1.2 *Expiration date.* June 30, 2021 2023, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

REVISION 2. Clause 3. "Payment" is as follows:

The State will pay Sixty and 00/100 dollars (\$60.00) per day per State offender participating in the Governmental Unit's work release program and twenty one dollars and 12/100 (\$21.12) per day per offender on Phase 2 (electronic monitoring/GPS; for offender's participating in the Contractor's work release program) inclusive of date of arrival and not inclusive of date of departure. Payment will be consistent with the fiscal section in the Work Release Program Guidelines Manual. This agreement does not include any additional reimbursement for travel and subsistence expenses incurred by the Governmental Unit in the performance of this agreement.

The total obligation of the State under this agreement will not exceed Eighty Two Hundred Forty Thousand dollars and 00/100 (\$80,000.00 240,000.00).

Rev. 12/2020

The Original Contract and any previous amendments are incorporated into this amendment by reference. Except as amended herein, the terms and conditions of the Original Contract and all previous amendments remain in full force and effect.

1. State Encumbrance Verification Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05	3. State Agency With delegated authority
Print Name: Mary Myers Signature: Mary Myers Title: Acctg Off Date: 3-145548 SWIFT Contract No.178605 PO#3-	Print Name: Docusigned by: Signature: Signature: 7/8/2022 Title: Deputy Commissioner Date:
2. Governmental Unit	
Rodney Williamson Print Name:	4. Commissioner of Administration As delegated to The Office of State Procurement
Signature:Date:	Print Name: Pazong Thao Print Name: Pazong Thao Signature: Pazong Thao
Print Name: Stephen M. Hallan Signature: Stephen M. Stephen	Title: Contracts Specialist Date: 7/8/2022 Admin ID 66918
David J. Minke 7/6/22	
David J. Minke 7/4/22	
C + Alministrator	

Page 3 of 3

AMENDMENT COVER SHEET

(Minn. Stat. §§ 16C.05, subd. 2(c), 16C.08, subd. 2 and 3)

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Agency: Corrections (Work Release) Name of Contractor: Pine County
Current Contract Term: 7/1/20 – 6/30/21 Project Identification: 178605
Amendments to contracts must entail tasks that are substantially similar to those in the original contract or involve tasks that are so closely related to the original contract that it would be impracticable for a different contractor to perform the work. The commissioner or an agency official to whom the commissioner has delegated contracting authority under Minn. Stat. § 16C.03, subd. 16, must determine that an amendment would serve the interest of the state better than a new contract and would cost no more. An amendment should be in effect before the contract expires.
What changes are being made to the to the contract? Complete appropriate box(es) for the amendment submitted.
1. 🛮 Amendment to the Expiration Date of the contract
a. Proposed New Expiration Date: 6/30/2022
b. Why is it necessary to amend the Expiration Date? DOC would like services under this agreement to continue for an additional year.
2. ⊠ Amend Duties and Cost □ Amend Duties Only
a. Describe the amendment: The nature of the services is not changing, this amendment just extends them for another year.
b. If cost is amended, insert the amount of the original contract AND amount of each amendment below:
Original Agreement: \$80,000.00
Amendment 1 (This amendment): \$80,000.00
3. Amendment to change other terms and conditions of the contract:

Page 1 of 3

a. Describe the changes that are being made:

Rev. 12/2020

Amendment 1 to Joint Powers Agreement 178605

Contract Effective Date:	July 1, 2020	Total Contract Amount:	\$160,000.00
Original Contract Expiration Date:	June 30, 2021	Original Contract:	\$80,000.00
Current Contract Expiration Date:	June 30, 2021	Previous Amendment(s) Total:	NA
Requested Contract Expiration Date:	June 30, 2022	This Amendment:	\$80,000.00

This amendment is by and between the State of Minnesota, acting through its Commissioner Corrections, Department of Corrections, Work release Unit, 1450 Energy Park Drive, Suite 200, St. Paul, MN 55108 ("State") and Pine County-Pine County Sherriff's Office whose designated business address is 635 Northridge Drive NW, Suite 130, Pine City, MN 55063 ("Governmental Unit"). State and Governmental Unit may be referred to jointly as "Parties."

Recitals

- 1. The State has a Joint Powers Agreement with the Governmental Unit identified as 178605 ("Original Contract") to provide work release services.
- 2. The Original Contract is being amended to continue services for an additional year.
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Contract Amendment

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1. Term of Agreement

- 1.1 *Effective date.* July 1, 2020, or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later.
- 1.2 Expiration date. June 30, 2021 June 30, 2022, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

REVISION 2. Clause 3. "Payment" is as follows:

The State will pay Sixty and 00/100 dollars (\$60.00) per day per State offender participating in the Governmental Unit's work release program and twenty one dollars and 12/100 (\$21.12) per day per offender on Phase 2 (electronic monitoring/GPS; for offender's participating in the Contractor's work release program) inclusive of date of arrival and not inclusive of date of departure. Payment will be consistent with the fiscal section in the Work Release Program Guidelines Manual. This agreement does not include any additional reimbursement for travel and subsistence expenses incurred by the Governmental Unit in the performance of this agreement.

The total obligation of the State under this agreement will not exceed Eighty One Hundred Sixty Thousand dollars and 00/100 (\$80,000.00\$160,000.00).

Title: County Administrator Date: May 4, 2021

The Original Contract and any previous amendments are incorporated into this amendment by reference. Except as amended herein, the terms and conditions of the Original Contract and all previous amendments remain in full force and effect.

1. State Encumbrance Verification Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05	3. State Agency With delegated authority
Print Name:	Print Name: Docusigned by: Curtis Shanklin Signature: Junklin Signature: Deputy Commissioner Date: 6/1/2021
2. Governmental Unit	
Print Name: Stephen M. Hallan Signature: Stephen M. Hallan	4. Commissioner of Administration As delegated to The Office of State Procurement
Title: Board Chair Date: May 4, 2021	Print Name:
	Signature: Sara Fredland
Print Name: David J. Minke	Title: AMS Date: 6/8/2021
Signature: David 2. Minte	Admin ID 66918 66918

Contract No.178605

STATE OF MINNESOTA JOINT POWERS AGREEMENT

This agreement is between the State of Minnesota, acting through its commissioner of corrections, Department of Corrections, Work Release Unit, 1450 Energy Park Drive, Suite 200, St. Paul, MN 55108 ("State") and Pine County - Pine County Sheriff's Office, 635 Northridge Drive NW, Suite 130, Pine City, MN 55063 ("Governmental Unit").

Recitals

Under Minnesota Statute § 471.59, subdivision 10, the State is empowered to engage such assistance as deemed necessary. The State is in need of work release services.

Agreement

1 Term of Agreement

- 1.1 Effective date: July 1, 2020, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 Expiration date: June 30, 2021, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2 Agreement between the Parties

- 2.1 The State will refer State offenders who:
 - a) meet the criteria and screening for work release as established in Minn. Stat. § 241.26 and State policy 205.120 located at www.doc.state.mn.us, which is incorporated by reference;
 - b) have security requirements that are met by the Governmental Unit's work release program, and;
 - c) have a release plan that incorporates the geographical area of the Governmental Unit.
- The Governmental Unit and State must mutually agree on the State offender placement in the Governmental Unit's work release program.
- 2.3 The Government Unit will provide work release services under the rules and regulations of the Minnesota Department of Corrections Work Release Program Manual, as provided by the State authorized representative.

3 Payment

The State will pay Sixty and 00/100 dollars (\$60.00) per day per State offender participating in the Governmental Unit's work release program and twenty one dollars and 12/100 (\$21.12) per day per offender on Phase 2 (electronic monitoring/GPS; for offender's participating in the Contractor's work release program) inclusive of date of arrival and not inclusive of date of departure. Payment will be consistent with the fiscal section in the Work Release Program Guidelines Manual. This agreement does not include any additional reimbursement for travel and subsistence expenses incurred by the Governmental Unit in the performance of this agreement.

The total obligation of the State under this agreement will not exceed Eighty Thousand dollars and 00/100 (\$80,000.00).

4 Authorized Representatives

The State's Authorized Representative is Terry Byrne, 1450 Energy Park Drive, Suite 200, St. Paul, MN 55108, Phone 651-361-7127, or his successor. Terry byrne@state.mn.us

The Governmental Unit's Authorized Representative is Rod Williamson, Jail Administrator, 635 Northridge Drive, NW, Suite 130, Pine City, MN 55063, Phone: 320-591-1458 or his/her successor. Rodney.Williamson@co.pine.mn.us

Contract No: 178605

5 Assignment, Amendments, Waiver, and Contract Complete

- 5.1 Assignment. The Governmental Unit may neither assign nor transfer any rights or obligations under this agreement without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.
- 5.2 Amendments. Any amendment to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.
- 5.3 Waiver. If the State fails to enforce any provision of this agreement, that failure does not waive the provision or its right to enforce it.
- 5.4 Contract Complete. This agreement contains all negotiations and agreements between the State and the Governmental Unit. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.

6 Indemnification

In the performance of this contract by the Governmental Unit, or Governmental Unit's agents or employees, the Governmental Unit must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Governmental Unit's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Governmental Unit may have for the State's failure to fulfill its obligation under this contract.

7 State Audits

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

8 Government Data Practices

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

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

9 Venue

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

10 Termination

- 10.1 *Termination.* The State or the Governmental Unit may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.
- 10.2 Termination for Insufficient Funding. The State may immediately terminate this agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Governmental Unit. The State is not obligated to pay for any services that are provided

Contract No:178605

after notice and effective date of termination. However, the Governmental Unit will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Governmental Unit notice of the lack of funding within a reasonable time of the State's receiving that notice.

11 E-Verify Certification (In accordance with Minn. Stat. §16C.075)

For services valued in excess of \$50,000, Contractor certifies that as of the date of services performed on behalf of the State, Contractor and all its subcontractors will have implemented or be in the process of implementing the federal E-Verify program for all newly hired employees in the United States who will perform work on behalf of the State. Contractor is responsible for collecting all subcontractor certifications and may do so utilizing the E-Verify Subcontractor Certification Form available at

http://www.mmd.admin.state.mn.us/doc/EverifySubCertForm.doc. All subcontractor certifications must be kept on file with Contractor and made available to the State upon request.

12 Prison Rape Elimination Act Compliance

Contractor must comply with the Prison Rape Elimination Act (PREA) of 2003 (Federal Law 42 U.S.C. 15601 et. seq.), with all applicable Federal PREA standards, and with all State policies and standards related to PREA for preventing, detecting, monitoring, investigating, and eradicating any form of sexual abuse within facilities/programs/offices owned, operated, or contracted. Contractor acknowledges that, in addition to self-monitoring requirements, the State will conduct compliance monitoring and PREA standards require an outside independent audit.

Agency Governmental Unit

State's Authorized Representative - Photo Copy

1. STATE ENCUMBRANCE VERIFICATION Individual certifies that funds have been encumbered as required by Minnesota Statute §§ 16A.15 and 16C.05. Signed: Mary Myers	3. STATE AGENCY By:
Date:6/23/20	Date:
2. GOVERNMENTAL UNIT By: 2 - M. G. Title: Colinda: Administra by	4. COMMISSIONER OF ADMINISTRATION As felegated to the Office of State Procurement Sava Freedom 9879A511B468462 7/13/2020 Date:
Date: Suly 7, 2000 By: Stephen Hall Title: Board Char Date: July 7, 2000	66918
	Distribution



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

Wednesday, July 5, 2023, 10:00 a.m.

Courthouse Board Room 635 Northridge Drive NW Pine City, Minnesota

Click the link on the county website (<u>www.co.pine.mn.us</u>) for more information and to watch a live stream broadcast of the meeting. Click <u>here</u> 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

June 13, 2023 Special Meeting-Committee of the Whole (Strategic Planning) June 20, 2023 county board Minutes and Summary for publication

- F) Minutes of Boards, Reports and Correspondence Pine County Surveyor's Report – June, 2023 Pine County Zoning Board Minutes – May 25, 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. Donations

Accept the following donations:

- A. Two (2) buses, value of \$3,000 each, from 4.0 School Service, to be used at the Benjamin Neel Gun Range for training.
- B. \$500 from the Finlayson Giese Lions designated toward offsetting expenses associated with hosting the 2023 Pine County Operation Community Connect.
- C. \$23,000 from the Grand Casino-Hinckley for third quarter 2023, designated to help offset the expenses in the Sheriff's Office.

2. Personnel / Promotion

A. Consider approval of the promotion of Highway Mechanic Tom Lindstrom to Maintenance Supervisor, effective July 6, 2023, \$32.35/hour, Grade 11, Step 3.

3. New Hire

Consider approval of the hiring of:

- A. Brandon Janssen, Highway Mechanic, effective July 6, 2023, Grade 7, Step 1, \$22.16/hour.
- B. Troy Parker, part-time Corrections Officer, effective July 6, 2023, Grade 7, Step 3, \$26.00/hour.

4. Training

Consider approval for:

- A. Child Support Officers Yvette Weis and Marcy Moran, and Child Support Office Support Specialist Donna Olsen to attend the MN Family Support and Recovery Council Conference, October 1-4, 2023 in Welch, Minnesota. Registration: \$295/person: \$885 total; Lodging: \$437 total; Mileage: county car will be used. Total cost: \$1,322. Funds are available in the 2023 Health & Human Services budget.
- B. IT Manager Ryan Findell to attend the 2023 Minnesota County IT Leaders Association Annual Conference, September 20-22, 2023, Mankato, Minnesota. Registration included with membership fee; Lodging: \$331; Mileage: approx. \$168. Total approx. \$499. Funds are available in the 2023 IT budget.
- C. Any commissioner interested to attend AMC County Government 201 Training for Commissioners, August 3, 2023, 9:00 a.m., Park Event Center, 500 Division St., Waite Park, Minnesota. Registration fee: \$175 per person. Funds are available in the 2023 Commissioner budget.
- D. Auditor-Treasurer Kelly Schroeder to attend the Advanced Residential Assessing Course, October 25-26, 2023, St. Cloud, Minnesota. Registration: \$225. No mileage will be paid and lunch is included in the registration fee. Funds are available in the 2023 Auditor-Treasurer budget.
- E. Fiscal Supervisor Michelle Kelash, Accounting Case Aide Angie Boelman, Account Technician Judy Billman to attend the Minnesota County Health & Human Services Accountants Conference, August 28-30, 2023 at Breezy Point, Minnesota. Registration: \$100/each, lodging and meals \$610/each, and mileage is \$142.79. Total cost: \$2,273. Funds are available in the 2023 Health & Human Services budget.

REGULAR

1. Midwest Medical Examiner's Office Annual Report

Dr. A. Quinn Piper, Medical Examiner for Pine County, will present the Medical Examiner's 2022 annual report for Pine County.

2. Probation Comprehensive Plan Presentation

Probation Director Terry Fawcett will present the 2023 Probation Comprehensive Plan.

3. Schedule 2024 Budget Meetings

Budget Meeting #1 – August 15 (part of regular board meeting)

Budget Meeting #2 – August 22, 9:00 AM - special meeting

Budget Meeting #3 – August 29, 9:00 AM - special meeting

4. Commissioner Updates

Mille Lacs Band of Ojibwe meeting

State Community Health Advisory Committee

Snake River Watershed Management Board

Snake River Policy Committee-1W1P

East Central Regional Development Commission Annual Meeting

Cancelled: NLX
Housing Redevelopment Authority/Economic Development Authority (HRA/EDA)
Central Regional EMS
Other

5. Other

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

- A. Pine County Board Meeting, Wednesday, July 5, 2023, 10:00 a.m., Board Room, Courthouse, 635 Northridge Drive NW, Pine City, Minnesota
- B. East Central Solid Waste Commission, Monday, July 10, 2023, 9:00 a.m., 1756 180th Avenue, Mora, Minnesota
- C. Personnel Committee, Monday, July 10, 2023, 9:00 a.m., Commissioner Conference Room, Courthouse, Pine City, Minnesota
- D. Negotiations, Wednesday, July 12, 2023, 8:00 a.m., Board Room, Courthouse, Pine City, Minnesota
- E. Greater Minnesota Parks & Trails Membership Meeting, Wednesday, July 12, 2023, 9:30 a.m., Wright County Parks
- F. Northeast Minnesota Area Transportation Partnership, Wednesday, July 12, 2023, 10:00 a.m., Virginia MnDOT District 1 Office. In person/virtual hybrid meeting.
- G. Soil & Water Conservation District, Wednesday, July 12, 2023, 3:00 p.m., 1602 Hwy 23 No., Sandstone, Minnesota
- H. Kettle River Policy Committee, Thursday, July 13, 2023, 9:00 a.m.
- I. SCHSAC Executive Committee, Thursday, July 13, 2023, 9:30 a.m., Virtual.
- J. Extension Committee, Thursday, July 13, 2023, 3:30 p.m., Board Room, Courthouse, Pine City, Minnesota
- K. Chemical Health Coalition, Thursday, July 13, 2023, 4:00 p.m., Virtual.
- L. Lakes & Pines Full Board, Monday, July 17, 2023, 10:00 a.m., 1700 Maple Avenue East, Mora, Minnesota
- M. Pine County Board Meeting, Tuesday, July 18, 2023, 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota

7. Adjourn

MINUTES OF PINE COUNTY BOARD MEETING SPECIAL MEETING and COMMITTEE OF THE WHOLE

June 13, 2023 – 9:00 a.m. Courthouse Board Room 635 Northridge Drive NW Pine City, Minnesota

Chair Steve Hallan called the meeting to order at 9:00 a.m. Present were Commissioners Terry Lovgren, J.J. Waldhalm, and Matt Ludwig Also present were County Administrator David Minke and County Attorney Reese Frederickson. Commissioner Josh Mohr was absent (excused).

Others present: Economic Development Coordinator Lezlie Sauter, Human Resources Generalist Jessica Blesener, County Sheriff Jeff Nelson, IT Manager Ryan Findell, Health & Human Services Director Rebecca Foss, Probation Supervisor Sherry Johnson, Public Works Director Mark LeBrun, and Auditor/Treasurer Kelly Schroeder.

The pledge of allegiance was said.

Chair Hallan welcomed those present.

Department Presentations

The following presentations were provided by department delegates sharing successes, critical issues and 2-5-year goals:

A.	Current Demographic &	
	Economic Information	Lezlie Sauter
В.	Current Workforce Information	Jessica Blesener
C.	County Attorney	Reese Frederickson
D.	County Sheriff	Jeff Nelson
E.	Information Technology	Ryan Findell
F.	Health and Human Services	Becky Foss
G.	Probation	Sherry Johnson
Н.	Highway / Public Works	Mark LeBrun
I.	Auditor/Treasurer	Kelly Schroeder

The commissioners identified the following issues for consideration:

- 2024 levy and additional funding streams
- Support collaboration between Health & Human Services, Sheriff's Office, Attorney's Office and Probation

- Public Safety
- Sheriff Office Space Planning & Office Workload
- Building Maintenance and Upgrades
- Supervisor Supports
- Staff Retention
- County Attorney Office Workload
- Jail Bonding Project

The proposed strategi	c issues will	be reviewed	and refined	at a future	meeting
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With no further business, the meeting adjourned at 1:15 p.m.

Stephen M. Hallan, Chair

Board of Commissioners

David J. Minke, Administrator

Clerk to County Board

MINUTES OF THE

PINE COUNTY BOARD MEETING

Regular Meeting

Tuesday, June 20, 2023 - 10:00 a.m. North Pine Government Center 1602 Hwy 23 No., Sandstone, Minnesota

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

Present were Commissioners Terry Lovgren, JJ Waldhalm and Matt Ludwig. Also present was County Administrator David Minke and County Attorney Reese Frederickson. Commissioner Josh Mohr 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.

Chair Hallan requested the following revision to the agenda:

Corrections / Revisions

- A. June 6, 2023 Full Minutes should reflect next meeting location of June 20, 2023 meeting at the North Pine Government Center in Sandstone
- B. Remove June 13, 2023 Special Meeting-Committee of the Whole Minutes
- C. Consent Agenda Item 1:
 - i. Land Balance should reflect May 31, 2022/\$2,550,088, May 31, 2023/\$2,705,721, difference \$155,632;
 - ii. Road & Bridge May 2023 Balance should reflect 2,957,991
- D. Consent Agenda 3B: Temporary 3.2 License for Sokol Camp (not Skol)
- E. Consent Agenda 6A: Highway Contract #2302 move to Regular Agenda 9.1 Award Contract #2302 to New Look Contracting, Inc for \$2,274,362.25
- F. Personnel Committee Minutes, paragraph 2B remove reference of acknowledgement of Property Appraiser Shona Hughes termination (duplicate from May 16, 2023 Minutes)

Additions

A. Consent Agenda Item 6E

Consider approval of 2024-2025 Assessment Contract with Sandstone Township. Authorize Board Chair and County Administrator to sign.

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

Motion by Commissioner Ludwig to approve:

Minutes of the June 6, 2023 regular county board meeting and Summary for publication, and June 12, 2023 County Board of Appeal and Equalization Minutes.

Second by Commissioner Lovgren. Motion carried 4-0.

Minutes of Boards, Committees and Correspondence None.

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

CONSENT AGENDA

1. Approve May, 2023 Cash Balance

Fund	May 31, 2022	May 31, 2023	Increase/Decrease
General Fund	\$1,026,010	\$874,297	(\$151,713)
Health and Human	\$1,421,799	\$1,979,658	\$557,859
Services Fund			
Road and Bridge	\$2,067,953	\$2,957,991	\$890,038
Fund			
Opioid Settlement	\$0	\$241,148	\$241,148
COVID Relief	\$2,273,453	\$3,093,145	\$819,692
Land	\$2,550,088	\$2,705,721	\$155,632
Self Insurance	\$321,504	\$276,168	(\$45,336)
TOTAL (inc non-	\$32,154,695	\$35,736,790	\$3,582,096
major funds)			

2. May Disbursements/Claims Over \$2,000

Approval the May 2023 disbursements including the individual listing of claims over \$2,000 and 486 claims under \$2,000 or not needing approval totaling \$3,820,940.63, as follows: 4.0 SCHOOL SERVICES OF EAST CENTRAL, 4,472.12; Advanced Correctional Healthcare, Inc, 30,808.18; Anoka Co Juv Ctr Main Res, 23,411.00; Askov Deep Rock, 8,626.23; Assoc Of Minn Counties, 3,775.00; Auto Value-Hinckley, 3,277.62; BLAINE BROTHERS INC, 2,073.22; Blue Zones LLC, 32,500.00; BLUE CROSS & BLUE SHIELD OF MINNESOTA, 292,652.85; BUETOW TRUCKING EXCAVATION LLC, 3,900.00; C & T CONTRACTING, 5,900.00; Calm.com Inc, 3,852.91; Cargill, Inc, 17,944.34; Cavallin Inc, 3,005.70; CELLEBRITE INC, 6,100.00; Central Mn Jobs & Training Services, 32,000.53; Chamberlain Oil Co., Inc, 5,969.29; CLOQUET RIVERSIDE RECYCLING, INC, 10,395.00; COMPASS MINERALS AMERICA, 45,840.07; Dales Heating & Appliances Llc, 2,694.00; Dhs Maps Ccdtf, 2,701.03; DHS State Operated Services, 39,748.05; DIAMOND DRUGS INC. 5.541.03: East Central Energy Of Braham, 14.612.22: East Central Reg Juvenile Center. 8,973.00; Eide Auto Center Inc, 105,834.58; ERICKSON ENGINEERING CO LLC, 2,651.50; EVERGREEN RECYCLING LLC, 2,423.45; Family Alternatives, 7,916.40; Family Pathways - North Branch, 4,005.00; Grand Casino Hinckley, 5,052.04; GUARDIAN, 9,780.01; GUARDIAN FLEET SAFETY, 47,320.00; Kanabec Co Family Serv Dept, 2,741.76; KRONOS SAASHR INC, 2,533.07; Lakes & Pines Comm Act Council, 95,701.16; LHB INC, 9,941.10; LSQ FUNDING GROUP LC, 3,710.63; MADISON NATIONAL LIFE INS CO INC, 4,158.14; MEDICAREBLUE RX, 6,497.50; MEDSURETY, LLC, 2,318.67; MIKE'S SANITATION AND ROLL-OFF SERVICE, 2,328.30; Mille Lacs Band Family Services, 4,066.28; MINNESOTA ENERGY RESOURCES CORP, 6,684.09; MINNESOTA POWER, 4,126.15; Mn Depart Of Revenue, 49,840.69; MN Dept of Human Services, 2,560.64; Mn Life Insurance Company, 4,637.55; MONARCH PAVING, 4,919.40; Nexus-Kindred Family Healing, 8,623.30; NORTHERN PAWN SHOP, 13,500.00; NORTHSTAR MEDIA INC,

30,367.20; Nuss Truck Group Inc, 27,486.24; OFFICE OF MN.IT SERVICES, 5,153.75; OMG MIDWEST INC, 119,023.85; OWENS COMPANIES INC, 3,565.07; Phase Inc, 2,144.92; PRIMARY PRODUCTS COMPANY, 4,510.00; Purchase Power, 4,035.00; RIDGEWAY & ASSOCIATES, 2,078.00; Rydberg & Sons, Inc., 13,708.00; SCHNEIDER GEOSPATIAL LLC, 3,528.00; SCI BROADBAND, 24,573.00; Slims Texaco Service, 4,558.53; Solid Oak Financial Services, LLC, 3,905.00; STEPP MFG. INC, 2,079.50; Sue's Bus Service Inc, 3,767.40; SUMMIT FOOD SERVICE MANAGEMENT LLC, 24,069.10; TEAMSTERS JOINT COUNCIL 32, 114,118.00; TYLER TECHNOLOGIES INC, 8,466.00; UNITEDHEALTH GROUP, 470,057.86; Verizon Wireless, 11,506.16; Village Ranch Residential Facility, 10,859.00; WELIA HEALTH, 2,699.97; WOLF CREEK, 16,012.50; ZIEGLER INC, 2,392.54.

3. Applications

Approve the following applications:

- A. Temporary Wine License: Osprey Wild Center, 54165 Audubon Dr, Sandstone for Anna VonRueden event on August 12, 2023.
- B. Temporary 3.2 License: 19201 Woodland Acres, Sokol Camp, 19201 Woodland Acres, Pine City for annual Booya picnic on August 13 & 14.
- C. Temporary Liquor License: Rock Creek Lions, Heidelberger's, 3925 State Highway 70, Pine City for events on September 1-4, 2023 & September 9, 2023.

4. **Donations**

None

5. Commissioner Claim Forms

Approve commissioners' expense claim forms.

6. Contracts / Agreements

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

- A. Moved from Consent Agenda to Regular Agenda Item 9.1: Highway Contract #2302
- B. <u>Brook Park Township Ordinance for Law Enforcement</u>
 Effective June, 2023 December 31, 2023, on an as needed basis, at the 2023 rate of \$61.29 per hour
- C. <u>City of Finlayson Ordinance for Law Enforcement</u> Effective June, 2023 – December 31, 2023, on an as needed basis, at the 2023 rate of \$61.29 per hour
- D. <u>Local Option Sales Tax Administration with the State of Minnesota Department of</u> Revenue

The Department of Revenue administers Pine County's local option sales tax. This updated contract will reflect a one-time per month payment, 40 days after the end of the month. The administration fee is changed to reflect a flat fee of 1.35%

E. 2024-2025 Assessment Contract with Sandstone Township
Sandstone Township will pay the county the sum of the number of parcels times \$8.00 and \$7.00 for the respective assessment years.

7. **Promotion**

Approve the promotion of Jessica Steffen, Case Aide for Financial Assistance, effective June 21, 2023, \$21.97/hour, Grade 5.

8. New Hires

Approve the hiring of Joanna Gechas, full-time Administrative Assistant, University of Minnesota Extension. Effective June 21, 2023 \$18.60 / hour, Grade 4, Step 1.

9. **Training**

Approve the following training:

- A. Case Aides Laurie Plessel and Jessica Nichols to attend the Minnesota Counties Health and Human Services Accountants Conference at Breezy Point, August 28-30, 2023. Registration \$100 each, Lodging \$610 each, Travel estimate \$150. Total cost estimate \$1.570.
- B. Child Support Supervisor Jodi Blesener to attend the Minnesota Family Support and Recovery Council Conference (Child Support Conference) October 1-4 Treasure Island Resort and Casino. Registration \$295, Lodging/Meals \$436.83, travel \$155. Total cost estimate \$887.

REGULAR AGENDA

1. <u>Public Hearing—Norman Township Opposing Classification of Tax Forfeited Property in</u> Norman Township.

County Auditor-Treasurer Kelly Schroeder stated that on March 14, 2023 the county board approved resolution 2023-13 classifying a number of tax-forfeited properties as non-conservation with the intent to sell the listed parcels, including parcels in Norman Township. Norman Township notified the county of its opposition to the reclassification and sale of the following parcels: 22.0296.000 & 22.0299.000 in Section 28, and parcels 22.0330.000-22.0333.000 & 22.0335.000-22.0350.

Chair Hallan opened the public hearing at 10:18 a.m. for public comment. Norman Township Chair Bruce Jensen, and property owner George Swanson, stated their opposition to the sale of these properties. Mr. Jensen stated a financial hardship to the township when landlocked land is sold and a cartway is necessary. Mr. Swanson stated the likely access to these lands would fragment his agricultural property adjacent to these tax forfeited parcels. Land Commissioner Greg Beck stated his recommendation would be to offer on sealed bid to adjacent landowners with a timeline of 12 months; if there is no sale, leave it to the recommendation of the Land Advisory Committee to adjust the price or offer it at public auction. With no further public comment, the public hearing was closed at 10:38 a.m.

Motion by Commissioner Ludwig to modify the listing to move the affected parcels to the sealed bid for adjoining landowner section with a timeline of 12 months. Second by Commissioner Waldhalm. Motion carried 4-0.

2. Personnel Committee Report

Commissioner Ludwig stated the Personnel Committee met on June 12, 2023. The Personnel Committee made the following recommendations:

A. Highway

- i. Ratify the termination of Fleet Supervisor Ed Eiffler, effective April 28, 2023. The position will not be backfilled and the duties will be reassigned within the department and to the proposed Highway Maintenance Supervisor.
- ii. Authorize the hiring of a Highway Maintenance Supervisor in place of the recently vacated Fleet Supervisor position. Grade 11, starting pay \$29.68 per hour.

B. Zoning & Solid Waste

Acknowledge the resignation of Zoning and Solid Waste Technician Jessica Sonsteby effective June 8, 2023 and authorize backfill of the position and any subsequent vacancies that may occur due to promotion or lateral transfer.

C. Assessor

Authorize the regrading of the Assessor Clerk position from grade 4 to grade 6 to reflect an increase in the job complexity, and to rename the position to Assessment Technician, and approve the updated job description.

D. Health & Human Services

- i. Ratify the termination of Social Worker Tally Staber, effective April 27, 2023, and request backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- ii. Acknowledge the resignation of Office Support Specialist Amber Koppy, effective June 2, 2023. Backfill of the position is not requested at this time.
- iii. Approve the revised job description of the HHS Office Manager to reflect supervisory responsibilities for the office support specialists and approve the regrade of the position from Grade 8 to Grade 9.

E. Administration

Amend Pine County Policy Section 6 – Holidays, to include the addition of the Juneteenth Holiday to be observed annually on June 19th

Motion by Commissioner Ludwig to approve Personnel Committee recommendations. Second by Commissioner Lovgren. Motion carried 4-0.

3. New Hire (recommended at 6/12/23 personnel committee)

Motion by Commissioner Lovgren to approve the hiring of Kellie McCord, Social Worker, effective June 26, 2023, \$26.40/hour, Grade 10, Step 1. Second by Commissioner Ludwig. Motion carried 4-0.

4. Health and Human Services Advisory Committee Report

Commissioner Ludwig stated the Health & Human Services Advisory Committee met June 12, 2023. Ludwig provided an overview of the increased workload for Income Maintenance due to the ending of the pandemic emergency declaration and necessity of requalifying participants in medical assistance programs. An update was also given on the transition from Lighthouse and Ucare contracts to internal staff and the 2022 budget. The state has approved some funding for Community Resource Centers.

5. Facilities Committee Report

Commissioner Waldhalm stated the Facilities Committee met June 7, 2023. Waldhalm stated Jail Administrator Rod Williamson presented an update on jail facilities repairs for fixtures and equipment, and staffing. Building Maintenance Supervisor Pete Umbreit presented quotes for the installation of additional HVAC cooling for the main courthouse IT data closet.

Motion by Commissioner Ludwig to award the installation of additional HVAC cooling for the main courthouse IT data closet to Dale's Heating & Appliance in the amount of \$11,220.00, together with the cost of necessary additional electrical wiring. Second by Commissioner Waldhalm. Motion carried 4-0.

6. Osprey Wilds Presentation

To be rescheduled for a later date.

7. Brand Audit Presentation – Civic Brand

Brisa Byfor, Civic Brand provided a status update reviewing a summary of research and engagement, goals, key takeaways, SWOT, challenges, Brand Goals, timeline and next steps.

8. 2023 MCIT Report

Tom Suppes, MCIT Risk Management Consultant presented the 2023 MCIT annual report and update, reviewing dividends, rates, cyber coverage, workers compensation, and property/casualty claims.

Commissioner Ludwig left the meeting at 11:27 a.m.

9. Performance Management Report

County Auditor-Treasurer Kelly Schroeder stated the county's participation in the Local Results and Innovation Performance Management Program highlights the results of many county programs and by participating, the county is eligible to receive approximately \$0.14 per resident (approximately \$4,075).

Motion by Commissioner Lovgren to approve Resolution 2023-32 to continue participating in the Council on Local Results and Innovation Performance Measurement Program. Second by Chair Hallan. Motion carried 3-0.

9.1. Award Bid for Contract #2302

County Engineer Mark LeBrun stated bid opening for Contract #2302 occurred on June 13, 2023. Four bids were received. LeBrun recommended the contract be awarded to the low responsible bidder, New Look Contracting, Inc., in the amount of \$2,274,362.24. Contract #2302 includes:

SAP 058-609-017 Located on CSAH 9 from Pearl Street to Government Road The New Look Contracting bid came in 21% over the engineer's estimate.

Motion by Commissioner Lovgren to award Contract #2302 to New Look Contracting, Inc. in the amount of \$2,274,362.24. Second by Commissioner Waldhalm. Motion carried 3-0.

10. Commissioner Updates

East Central Solid Waste Commission: Chair Hallan stated the planning process for opening a new landfill cell is moving forward; ECSWC is purchasing some new equipment.

Kettle River 1W1P Policy Committee: Commissioner Ludwig not present to give update.

Law Library: Commissioner Mohr not present to give update.

Central Minnesota Jobs and Training Service (CMJTS): Commissioner Lovgren stated CMJTS will be holding an Artificial Intelligence (AI) education in the workforce workshop in January 2024. CMJTS is holding a wellness fair in September with a presentation on suicide prevention, and June 20th-23rd youth will attend the 49ers Training Center in Cloverdale. CMJTS will be storing their documents in the cloud so that data is more accessible.

East Central Regional Library Trustees Board: Commissioner Lovgren stated the Board's audit is complete. ECRL will receive approximately \$200,000 from the state. ECRL is hiring Bjorklund to do a salary study.

Soil & Water Conservation District: Commissioner Waldhalm stated an update was given on the Iron Pine solar project, which appears will be moving forward.

Other: Commissioner Lovgren attended a Juvenile Detention Alternatives Initiative (JDAI) debrief—Probation Director Terry Fawcett will be giving a full presentation to the board at a later date.

12. <u>Upcoming Meetings</u> Upcoming meetings were reviewed.	
	ourned the meeting at 11:49 a.m. The next regular for Wednesday, July 5, 2023 at 10:00 a.m., Board NW, Pine City, Minnesota.
Stephen M. Hallan, Chair Pine County Board of Commissions	David J. Minke, Administrator Clerk to County Board of Commissioners

11. Other None.

SUMMARY OF MINUTES OF THE PINE COUNTY BOARD MEETING

Regular Meeting Tuesday, June 20, 2023 - 10:00 a.m. North Pine Government Center 1602 Hwy 23 No., Sandstone, Minnesota

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

Present were Commissioners Terry Lovgren, JJ Waldhalm and Matt Ludwig. Also present was County Administrator David Minke and County Attorney Reese Frederickson. Commissioner Josh Mohr 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 Lovgren to adopt the amended Agenda. Second by Commissioner Waldhalm. Motion carried 4-0.

Motion by Commissioner Ludwig to approve:

Minutes of the June 6, 2023 regular county board meeting and Summary for publication, and June 12, 2023 County Board of Appeal and Equalization Minutes.

Second by Commissioner Lovgren. Motion carried 4-0.

Minutes of Boards, Committees and Correspondence: None.

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

Fund	May 31, 2022	May 31, 2023	Increase/Decrease
General Fund	\$1,026,010	\$874,297	(\$151,713)
Health and Human	\$1,421,799	\$1,979,658	\$557,859
Services Fund			
Road and Bridge	\$2,067,953	\$2,957,991	\$890,038
Fund			
Opioid Settlement	\$0	\$241,148	\$241,148
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Self Insurance	\$321,504	\$276,168	(\$45,336)
TOTAL (inc non-	\$32,154,695	\$35,736,790	\$3,582,096
major funds)			

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Approve the following applications:

- A. Temporary Wine License: Osprey Wild Center, 54165 Audubon Dr, Sandstone for Anna VonRueden event on August 12, 2023.
- B. Temporary 3.2 License: 19201 Woodland Acres, Sokol Camp, 19201 Woodland Acres, Pine City for annual Booya picnic on August 13 & 14.
- C. Temporary Liquor License: Rock Creek Lions, Heidelberger's, 3925 State Highway 70, Pine City for events on September 1-4, 2023 & September 9, 2023.

Approve commissioners' expense claim forms.

Approve the following contracts/agreements:

Brook Park Township Ordinance for Law Enforcement

Effective June, 2023 – December 31, 2023, on an as needed basis, at the 2023 rate of \$61.29 per hour

City of Finlayson Ordinance for Law Enforcement

Effective June, 2023 – December 31, 2023, on an as needed basis, at the 2023 rate of \$61.29 per hour

Local Option Sales Tax Administration with the State of Minnesota Department of Revenue The Department of Revenue administers Pine County's local option sales tax. This updated contract will reflect a one-time per month payment, 40 days after the end of the month. The administration fee is changed to reflect a flat fee of 1.35%

2024-2025 Assessment Contract with Sandstone Township

Sandstone Township will pay the county the sum of the number of parcels times \$8.00 and \$7.00 for the respective assessment years.

Approve the promotion of Jessica Steffen, Case Aide for Financial Assistance, effective June 21, 2023, \$21.97/hour, Grade 5.

Approve the hiring of Joanna Gechas, full-time Administrative Assistant, University of Minnesota Extension. Effective June 21, 2023 \$18.60 / hour, Grade 4, Step 1.

Approve the following training:

- A. Case Aides Laurie Plessel and Jessica Nichols to attend the Minnesota Counties Health and Human Services Accountants Conference. Registration \$100 each, Lodging \$610 each, Travel estimate \$150. Total cost estimate \$1,570.
- B. Child Support Supervisor Jodi Blesener to attend the Minnesota Family Support and Recovery Council Conference (Child Support Conference). Registration \$295, Lodging/Meals \$436.83, travel \$155. Total cost estimate \$887.

<u>Public Hearing—Norman Township Opposing Classification of Tax Forfeited Property in Norman Township.</u>

County Auditor-Treasurer Kelly Schroeder stated that on March 14, 2023 the county board approved resolution 2023-13 classifying a number of tax-forfeited properties as non-conservation with the intent to sell the listed parcels, including parcels in Norman Township. Norman Township notified the county of its opposition to the reclassification and sale of the following parcels: 22.0296.000 & 22.0299.000 in Section 28, and parcels 22.0330.000-22.0333.000 & 22.0335.000-22.0350.

Chair Hallan opened the public hearing at 10:18 a.m. for public comment. Norman Township Chair Bruce Jensen, and property owner George Swanson, stated their opposition to the sale of these properties. Mr. Jensen stated a financial hardship to the township when landlocked land is sold and a cartway is necessary. Mr. Swanson stated the likely access to these lands would fragment his agricultural property adjacent to these tax forfeited parcels. Land Commissioner Greg Beck stated his recommendation would be to offer on sealed bid to adjacent landowners with a timeline of 12 months; if there is no sale, leave it to the recommendation of the Land Advisory Committee to adjust the price or offer it at public auction. With no further public comment, the public hearing was closed at 10:38 a.m.

Motion by Commissioner Ludwig to modify the listing to move the affected parcels to the sealed bid for adjoining landowner section with a timeline of 12 months. Second by Commissioner Waldhalm. Motion carried 4-0.

Personnel Committee Report

Commissioner Ludwig stated the Personnel Committee met on June 12, 2023. The Personnel Committee made the following recommendations:

A. Highway

- i. Ratify the termination of Fleet Supervisor Ed Eiffler, effective April 28, 2023. The position will not be backfilled and the duties will be reassigned within the department and to the proposed Highway Maintenance Supervisor.
- ii. Authorize the hiring of a Highway Maintenance Supervisor in place of the recently vacated Fleet Supervisor position. Grade 11, starting pay \$29.68 per hour.

B. Zoning & Solid Waste

Acknowledge the resignation of Zoning and Solid Waste Technician Jessica Sonsteby effective June 8, 2023 and authorize backfill of the position and any subsequent vacancies that may occur due to promotion or lateral transfer.

C. Assessor

Authorize the regrading of the Assessor Clerk position from grade 4 to grade 6 to reflect an increase in the job complexity, and to rename the position to Assessment Technician, and approve the updated job description.

D. Health & Human Services

- i. Ratify the termination of Social Worker Tally Staber, effective April 27, 2023, and request backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- ii. Acknowledge the resignation of Office Support Specialist Amber Koppy, effective June 2, 2023. Backfill of the position is not requested at this time.
- iii. Approve the revised job description of the HHS Office Manager to reflect supervisory responsibilities for the office support specialists and approve the regrade of the position from Grade 8 to Grade 9.

E. Administration

Amend Pine County Policy Section 6 – Holidays, to include the addition of the Juneteenth Holiday to be observed annually on June 19th

Motion by Commissioner Ludwig to approve Personnel Committee recommendations. Second by Commissioner Lovgren. Motion carried 4-0.

Motion by Commissioner Lovgren to approve the hiring of Kellie McCord, Social Worker, effective June 26, 2023, \$26.40/hour, Grade 10, Step 1. Second by Commissioner Ludwig. Motion carried 4-0.

Motion by Commissioner Ludwig to award the installation of additional HVAC cooling for the main courthouse IT data closet to Dale's Heating & Appliance in the amount of \$11,220.00, together with the cost of necessary additional electrical wiring. Second by Commissioner Waldhalm. Motion carried 4-0.

Commissioner Ludwig left the meeting at 11:27 a.m.

Motion by Commissioner Lovgren to approve Resolution 2023-32 to continue participating in the Council on Local Results and Innovation Performance Measurement Program. Second by Chair Hallan. Motion carried 3-0.

Motion by Commissioner Lovgren to award Contract #2302 to New Look Contracting, Inc. in the amount of \$2,274,362.24. Second by Commissioner Waldhalm. Motion carried 3-0.

With no further business, Chair Hallan adjourned the meeting at 11:49 a.m. The next regular meeting of the county board is scheduled for Wednesday, July 5, 2023 at 10:00 a.m., Board			
·			
Room, Courthouse, 635 Northridge Drive	NW, Pine City, Minnesota.		
Stephen M. Hallan, Chair	David J. Minke, Administrator		
Pine County Board of Commissions Clerk to County Board of Commissioner			

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 COUNTY PUBLIC WORKS



Mark A. LeBrun, P.E. County Engineer

HIGHWAY DEPARTMENT

405 Airport Road NE Pine City, MN 55063

Telephone 320-216-4200 Fax: 320-629-6736 1-800-450-7463 Ext. 4200

Pine County Land Surveyor Monthly Report

June 2023

CSAH 61, T39N R21W Sections 28 and 33, research records, calculate road right of ways. Locate, search for, set and GPS road right of way monuments. Update records.

Sturgeon Island bridge, T45N R19W Section 16, research records, calculate road road right of ways and road vacations. Locate, search for, set and GPS road right of way monuments and road vacation monuments. Update records.

CSAH 2, T38N R21W Section 26, Rock Creek bridge, research records, calculate road right of ways. Set GPS Control. Locate and GPS road right of way monuments. Update records.

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

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

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

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

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

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

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

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

Robin T. Mathews, Pine County Surveyor

Monthly Report June 2023 doc

M-M



MINUTES PINE COUNTY ZONING BOARD May 25, 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, Ryan Clark,

Susan Grill, Matt Ludwig (ex-officio)

Members Absent: Skip Thomson

Staff Present: Caleb Anderson, Land & Resources Manager; Erin Hoxsie, Office Support

Specialist

Others Present: Darlene Mallet, Brandi Bennett, Susan Prill, Rick Evenson, Kenneth Sanz,

Joe Mallet (Zoom), Allie Schmidt (Zoom), unidentified Zoom participant

CALL TO ORDER

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

APPROVAL OF AGENDA

Nelson noted the address for SJ Homes and the description for the Mallet variance were incorrect.

Motion by Schifferdecker to approve the agenda as amended. Second by Clark. Motion carried, 6-0.

APPROVAL OF MINUTES- APRIL 27, 2023 MONTHLY ZONING MEETING

Grill noted a few typographical errors.

Motion by Schifferdecker to approve the minutes of the April 27, 2023 monthly zoning meeting as amended. Second by Nelson. Motion carried, 6-0.

SCHMIDT CUP/IUP REQUEST: 66794 Northridge Rd, Finlayson (PID: 27.5078.000)

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. Grill asked about the septic capacity. Anderson stated it is unknown, as the County has no records of installation. The County Assessors records show there are 3 bedrooms, but the applicant states there are 4 bedrooms.

Allie Schmidt (applicant) submitted a letter which stated they understand the occupancy is based on the number of bedrooms and septic capacity. The county has the home recorded as 3 bedrooms, however there is a 4th bedroom, with closet and egress window. If necessary, they will have the county appraiser out at the next soonest availability to have this updated. The letter also stated they would like to be able to advertise the home as sleeping 8 adults and up to 6 children. They understand that is over the technical capacity for the septic and offered that most renting will be over a weekend, which gives the septic system the week to recover and drain before the next possible usage. They are also open to annual or bi-annual pumping of the septic system instead of every three years. The applicant spoke briefly over zoom regarding MDH requirements and their desire to begin operating before a MDH license was acquired. Anderson responded that it is a state law to have the MDH license before operation of the rental.

Chair Orvis opened the public hearing at 6:20pm. Susan Prill expressed concerns over noise, specifically dogs and fireworks. Public hearing closed at 6:21pm.

The board was concerned about the number of guests the applicant was proposing. With only 3 known bedrooms and an unknown septic system, approving a permit for 8 adults and 6 children seems ill-advised. Clark stated the septic needs to be verified and the size determined. Grill stated that given the age of the system (1981) and the record of 3 bedrooms, occupancy should be limited to 2 people per bedroom, regardless of the persons age (adult vs child). If it can be determined that the septic system can accommodate 4 bedrooms, occupancy can be increased to 8, not to exceed 2 people per bedroom. It was decided the board would stay silent on firework usage, as that falls under quiet hours as far as they are concerned. The owners should be aware of any liability that accompanies fireworks on their property.

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, provided that occupancy has limitations.
- 2.) The project does not pose an increased risk of water pollution or sedimentation.
- 3.) The use does not pose a risk due to floodplains and floodways of rivers and streams. The existing dwelling is within the 100-year floodplain and will serve the same amount of risk with or without the vacation rental approval.
- 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 lakeshore.
- 7.) The visibility of the structures as viewed from the public water is limited due to mature tree coverage in the shore impact zone on the property.
- 8.) The site plan is adequate for water supply and on-site sewage treatment because the septic system has a valid septic system certification.
- 9.) The types and number of watercraft are suitable for the public water, provided limitations are imposed.
- 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. County records indicate this septic system was installed prior to 1981 and due to its age is at a higher risk of failure. A permit condition may be needed to monitor this.
- 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 on the site are adequate.
- 15.) The site plan provides adequate off-street parking.

Motion by Rys 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 2 people per bedroom, not to exceed septic system capacity. Sizing of the system must be determined before increasing occupancy for potential 4th bedroom.
- 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. Each rental party may not have more than one motorized boat in use at the property.
- 9. Up to 2 dogs allowed, must be leashed or in fenced area.
- 10. A septic system certification shall be provided prior to June 16, 2024, which is the expiration of the existing septic system certification.
- 11. The interim use permit shall expire upon conveyance of the property.

Second by Clark. Motion carried, 6-0.

BENNETT TRUST CUP/IUP REQUEST: 22906 Norway Circle, Pine City (PID: 08.5189.000) The applicant has 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. The non-mobile camping vehicle noted in the Staff Findings was removed prior to the 5/25/2023 Zoning Board meeting. This property is connected to public sewer with no potable water.

Brandi Bennett (applicant) stated there is deeded access to a dock and would like to allow 1 guest boat to dock there. She lives next door, so is very invested in making sure the rental is not a nuisance to the neighbors. The rental would only be seasonal in the summer. She planned to advertise 1-4 guests, max 5, but is open to limiting that based on what the board decides. She would prefer the permit to explicitly state no dogs and no fireworks so she has a solid reason to not allow them at the rental without arguing with AirBnB. The MDH inspector has been out to the property and saw no issues with the rental. There are 3 rooms being used as bedrooms currently, but the MDH inspector will be submitting a report to her which will have the official room count which will determine occupancy.

Chair Orvis opened the public hearing at 6:49pm. Mary Borgstrom submitted a letter which was read aloud. She stated she is not opposed to short term rentals but would like to see Pine County and Chengwatana Township have better Short Term Rental conditions in place prior to approval given the fact vacation rental property in the county is on the rise. She would like to see a plan such as Crow Wing County, MN has for Short Term Rental that includes a complaint hot line and complaint form for compliance violations, as well as a yearly license renewal required. Public hearing closed at 6:54pm.

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, provided that occupancy has limitations. The dwelling meets all setbacks of the ordinance.
- 2.) The project does not pose an increased risk of water pollution or sedimentation.

- 3.) 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.
- 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.) The near lake location of this non-riparian lot with deeded lake access is needed because of the desire to rent a property on the lakeshore.
- 7.) The visibility of the structures as viewed from the public water is limited due to this being a non-riparian lot with the dwelling approximately 200' from the OHWL.
- 8.) The site plan is adequate for water supply and on-site sewage treatment because the property is connected to public sewer.
- 9.) The types and number of watercraft are suitable for the public water provided limitations are imposed. There is an available deeded-access dock.
- 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 on the site 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 2 people per bedroom.
- 4. A license from the MDH must be obtained before operating.
- 5. No on-street parking.
- 6. Limit of 3 ATVs may launch from property.
- 7. Limit of 1 motorized guest boat at deeded-access dock.
- 8. No dogs or fireworks.
- 9. Guests may not use tents, campers, or similar devices on the property.
- 10. The interim use permit shall expire upon conveyance of the property.

Second by Rhys. Motion carried, 6-0.

<u>SJ HOMES CUP/IUP REQUEST:</u> 24885 Crooked River Rd, Pine City (PID: 08.5201.000) The applicant has 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. This property consists of a 1-bedroom cabin and a tiny house on a chassis. The tiny house is considered a camping vehicle because it is licensed through the DMV. The MDH allows rental units on chassis, but it does not issue rental licenses for them.

Rick Evenson and Kenneth Sanz were the SJ Homes representatives in attendance. They stated the MDH inspector had visited the property and saw no issues with the cabin. They are waiting for written confirmation from the Pine City fire marshal whether the cabin will need a larger egress window or if it meets fire code as is. Meeting the fire code is a requirement for the MDH license.

The county can issue an interim-use permit prior to the cabin meeting fire code. The applicant will need to address that issue to receive the MDH license, which is a requirement of the interim-use permit.

Chair Orvis opened the public hearing at 7:05pm. No members of the public spoke. Public hearing closed at 7:05pm.

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, provided that occupancy has limitations.
- 2.) The project does not pose an increased risk of water pollution or sedimentation.
- 3.) The use does not pose a risk due to floodplains and floodways of rivers and streams. There is only a small amount of floodplain on the south side of the river.
- 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 lakeshore.
- 7.) The dwellings are not visible from the river due to a substantial setback and elevation rise from the river. The existing water oriented accessory structure is visible but blends in well with the natural setting.
- 8.) The site plan is adequate for water supply and on-site sewage treatment because a new septic system was installed in 2022, designed for the existing dwellings.
- 9.) The types and number of watercraft are suitable for the public water, provided no motorized boats are docked on the river. Kayaks and canoes can be used without limitation.
- 10.) The proposed use is compatible with the uses on adjacent lands, which is single family residential. There are two dwelling units, however one of them being a camper is consistent with ordinance requirements.
- 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. There are not existing dwellings on either of the adjacent river properties.
- 14.) The existing topographic and drainage features and vegetative cover on the site are adequate. The site is relatively flat and non-wetland within the project area.
- 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 and a tiny house on a chassis as vacation rental dwellings 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 2 people per dwelling unit.
- 4. A license from the MDH must be obtained before operating.
- 5. No on-street parking.
- 6. No motorized boats may dock or launch at the property.
- 7. Limit of 1 dog, must be leashed.
- 8. Limit of 3 ATVs/snowmobiles may launch from property.
- 9. Guests may not use tents, campers, or similar devices on the property other than the existing camper furnished by the owner.
- 10. The interim use permit shall expire upon conveyance of the property.

Second by Clark. Motion carried, 6-0.

MALLET VARIANCE REQUEST: 26884 Crooked River Rd, Pine City (PID: 08.0272.000) The applicants have requested a variance from Sections 5.2 and 6.2.1 of the Pine County Shoreland Management Ordinance to expand a nonconforming dwelling that is 19' from the top of a bluff and 85' from the ordinary high water level (OHWL) as well as construct a garage that is 100' from the OHWL. The required setbacks are 30' from the top of a bluff and 150' from the OHWL.

Anderson walked through the details provided in the staff report. He stated the Mallets want to add an addition to their house and add a garage to an existing slab. The house addition would increase living space of the house, which is 19' from the top of bluff. The ordinance does not allow the expansion of a legally nonconforming structure without variance. There is an existing slab that the Mallets would like to build a garage on, but it does not meet the 150' OHWL setback. Ordinance states once non-conforming structures are removed, the property owner has 6 months to apply for a permit to rebuild. The structure was removed before the Mallets purchased the property.

Darlene Mallet spoke about the state of the property when they bought it as tax-forfeited land from the county. They have spent many hours cleaning up the property and removing junk. They are also working on a large-scale plan with Pine SWCD to stabilize the bluff and stop the bank from eroding further. She shared that the eroding bluff is not directly in front of the existing dwelling. Anderson showed an 45-degree aerial image showing the proximity of the eroding bluff to the structure.

Chair Orvis opened the public hearing at 7:22pm. No members of the public spoke. Public hearing closed at 7:22pm.

Clark stated that since the slabs are already there, approving the garage variance is less concerning than approving the house addition variance. Schifferdecker said that while he's not concerned about the slabs, they don't meet setbacks, so shouldn't be built on. Chair Orvis asked the applicant that if the variance is denied, would they add a third slab. Ms. Mallet responded yes. Schifferdecker made note that the lot is so large, exceeding impervious surface requirements isn't a concern.

Grill stated that because they want to expand/build non-conforming structures that are so close to the bluff and river, both variances should be denied. Grill commented that the landowner is

not requesting to use the property in a reasonable manner and it is not permitted by the ordinance.

Anderson added that if the Board finds the variance approval, they could consider attaching the condition that the bluff be stabilized prior to the proposed structures being permitted by the county. Mallet commented that such condition would delay the project.

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 residence in a residential area.
- 2.) The Board could not reach a consensus if the variance is in harmony with the comprehensive plan and the intent of the Pine County Zoning Ordinance. The setbacks are in place to protect the environment and buildings, but the slab for the garage and the house are already in place.
- 3.) The variance is consistent with the character of the locality.
- 4.) A practical difficulty unique to the property, not created by the landowner, does not exist that prevents them from complying with the required setbacks of 30' from the top of a bluff and 150' from the OHWL in the ordinance. There is adequate space to build elsewhere on the property.
- 5.) The proposed use is reasonable.

Motion by Grill to deny the variance from Sections 5.2 and 6.2.1 of the Pine County Shoreland Management Ordinance

Second by Chair Orvis. Variance denied 6-0.

SHORELAND ORDINANCE DISCUSSION

Anderson presented a draft of suggested performance standards for vacation rentals. The board wants to limit occupancy to 2 people per bedroom in all instances as well as not allowing any on-street parking. A discussion was had regarding permit renewal. Hoxsie commented that having to renew the permit every 3 years will guarantee the septic is always compliant while it is being used as a rental. This will be good for the health and safety of renters and the environment. Having a complaint line was discussed per Mary Borgstrom's letter. It was decided that because rental owners are required to have a local manager that is available 24/7, minor complaints can be handled by them. Continued issues and larger complaints will come through the zoning office, logged as complaint files, and followed up on. So far, there have been no complaints about vacation rentals the county has permitted.

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Chair Orvis adjourned the meeting at 7:52 pm.

Nancy Rys

Zoning Board Secretary

Les Orvis

Zoning Board Chair



AGENDA REQUEST FORM

Date of Meeting: July 5, 2023

County Board
Consent Agenda
Regular Agenda
Regular Agenda
Other

Other

Agenda Item: 4.0 School Service Bus Donation

Department: Pine County Sheriff's Office

Background information on Item:

Donation from 4.0 School Service of two buses, value of \$3000 each, to be used at the Ben Neel Gun Range for the purpose of training.

Action Requested:

The Pine County Sheriff's Office respectfully asks for the County Board's approval of the bus donation.

Financial Impact:

There is no financial impact to Pine County.



Date of Meeting: 7/5/2023

⊠ Consent Agenda	☐ Regular Agenda		
Item Title: Accep	ot Donation		
Department:	HHS		
Rebecca Foss			
Department Head /	Sponsor signature		
Background info	rmation on Item:		
The Finlayson Giese Connect.	Lions donated \$500 to HH	S for the 2023 Pine C	County Operation Community
Action Requeste	d:		
-	ation from the Finlayson Ging the 2023 Pine County O		ill go toward offsetting expense v Connect (OCC).

Financial Impact:

The donation will be used to offset expenses associated with hosting the 2023 Pine County OCC.



AGENDA REQUEST FORM

	Date of Meeting	g: _	July 5	5, 2023	
	County Board⊠ Consent Agenda□ Regular Agenda	5 mins	10 mins	15 mins	Other
	Personnel Committee				
	Other				
Agenda Item:_	Grand Casi	no Hincl	kley Dona	tion	
Department:	Auditor-Treasure	er			
Leel of MSh					
Department Head signatur	e				

Background information on Item:

For many years (at least prior to 2005), Grand Casino Hinckley provides a quarterly donation to the Sheriff's office in the amount of \$23,000. Minnesota Statute 465.03 requires that all grants, gifts or devise of real or personal property must be accepted by a two-thirds majority of the members of the County Board. This is not something we have done with this donation; however, the State Auditors are requesting that we begin doing so.

Action Requested:

Consider accepting the following donations from Grand Casino Hinckley to the Sheriff's office:

June 12, 2023 for 3rd Quarter 2023; \$23,000

Financial Impact:

These donations help offset the expenses in the Sheriff's office.



Date of Meeting: July 5, 2023

■ Consent Agenda □ Regular Agenda
Item Title: Maintenance Supervisor
Department: Pine County Public Works
Man a Sa
Department Head / Sponsor signature
Background information on Item:
Promotion of Highway Mechanic Tom Lindstrom to Maintenance Supervisor Grade 11, Step 3 @\$32.35/hour, effective July 6, 2023.
Action Requested:
Approve transfer.
Financial Impact:
Budgeted



Date of Meeting: July 5, 2023

■ Consent Agenda □ Regular Agenda
Item Title: Highway Mechanic
Department; Pine County Public Works
Nan a Les
Department Head / Sponsor signature
Background information on Item:
Authorize hiring of Brandon Janssen, Highway Mechanic, effective July 6, 2023, Grade 7 Step 1 @ \$22.16/hour, contingent upon successful background check.
Action Requested:
Approve new hire.
Financial Impact:
Budgeted



ACENDA DECLIECT ECOM

	AGENI	DA REQUEST FORM
	Date of Meetin	ng:
	County Board Consent Agenda Regular Agenda	5 mins. 10 mins. 15 mins Other
	Personnel Committee	
	Other	
Agenda Item:	Approve hiring Corrections Oficer	Γroy Parker
Department:	Sheriff's Office - Jail	
Heather S. Imme	el, 06/27/2023	
Department Head signa	ture	
Background i	information on Item:	

Approve hiring Troy Parker as a Part-time Corrections Officer, effective July 6th 2023. Position is Grade 7- Step 3 with a starting wage of \$26.00 per hour as stated in contract.

Updater

Sign:

Action Requested:

Acknowledge the hiring of new Corrections Officer Troy Parker

Financial Impact:

None- Position is contained in 2023 budget.

Update Approved or Date: Denied:



7/5/2023

⊠ Consent Agen	da 🗌 Regular Agenda		
Item Title: Ap	oprove Attendance at Co	nference	_
Department:	HHS	_	_
Rebecca Fo	\mathfrak{U}		
Department Head / Sponsor signature			

Date of Meeting:

Background information on Item:

Child Support Officers Yvette Weis and Marcy Moran, along with Child Support Office Support Specialist Donna Olsen, have requested to attend the annual MN Family Support and Recovery Council Conference (often referred to as the child support conference). The conference is from October 1-4 in Welch, MN.

Action Requested:

Authorize Yvette Weis, Marcy Moran, and Donna Olsen to attend the MN Family Support and Recovery Council Conference from October 1-4 in Welch, MN.

Financial Impact:

Registration: \$295/person: \$885 total

Accommodations: \$437 total Mileage: County car will be taken

Total cost: \$1,322. There are funds in the HHS budget to cover the expenses associated with attendance

at the conference.



Date of Meeting: July 5th, 2023

Item Title: MNCITLA Conference 2023
Department: IT Department
Department Head / Sponsor signature

Background information on Item:

Consider IT Manager Ryan Findell to attend the 2023 Minnesota County IT Leaders Association Annual Conference, Sept 20th-22nd 2023 at the Courtyard by Marriott located in Mankato, MN.

Action Requested:

Financial Impact:

Registration included with Membership Fee. Lodging is \$331 Mileage approx. \$168 Funds are available in the 2023 IT budget.

PINE COUNTY MINNESOTA

AGENDA REQUEST FORM

Date of Meeting:_ July 5, 2023

		5 mins 10 mins	15 mins	Other
Agenda Iten	1: AMC County Government 20	1		

Department: Administration

Department Head signature

Background information on Item:

The Association of Minnesota Counties is hosting a new one-day "County Government 201" conference to continue learning about the role of commissioners in county government. This event builds on what was learned during "County Government 101". This conference will be held August 3, 2023, 9:00 a.m. – 3:30 p.m., at the Park Event Center, Waite Park, Minnesota.

Action Requested:

Approve attendance at the AMC County Government 201 conference, August 3, 2023, for any commissioner desiring to attend.

Financial Impact:

Registration Fee: \$175 per person.



July 5, 2023

⊠ Consent Agenda	☐ Regular Agenda
Item Title:	Assessor Continuing Education Course
Department:	Auditor-Treasurer
12:00 A MSh	
Department Head / S	Sponsor Signature

Date of Meeting:

Background information on Item:

Minnesota Rules 1950.1080 requires all assessors with a licensure of Accredited Minnesota Assessor or Senior Accredited Minnesota Assessor to obtain at least 60 continuing education hours and assessors with a licensure of Certified Minnesota Assessor to obtain at least 50 continuing education hours each four-year education period. This four-year education period runs from July 1, 2020, through June 30, 2024.

Action Requested:

Consider authorizing County Auditor-Treasurer Kelly Schroeder to attend the Advanced Residential Assessing Course October 25-26 at the Holiday Inn & Suite in St. Cloud, MN which will complete her required continuing education hours.

Financial Impact:

The cost to attend the course is \$225.00 and is within the 2023 Auditor-Treasurer budget. No mileage will be paid and lunch is included in the registration fee.



AGENDA REQUEST FORM

	Date of Meeting	: _	July :	5, 2023	
	County BoardConsent Agenda□ Regular Agenda	5 mins	10 mins	15 mins	Other
	☐ Personnel Committee				
	Other				
Agenda Item:	MCHHSA C	<u>Confere</u>	nce		
Department:	Auditor-Tre	asurer			
Voes M	sha				
Department Head signa	ture				

Background information on Item:

The Minnesota County Health & Human Services Accountants (MCHHSA) conference is scheduled for August 28-30, 2023 at Breezy Point Resort. There will be many topics covered such as: MAXIS/collections, Out of Home Placement Reimbursement, Local Homeless Prevention Aid, MN Government Data Practices Act, Nightengale Notes, Targeted Case Management redesign, MA Estate Recovery, and various presentations from MDH, DHS, MDOR, MN State Demographer, and several of the Medicaid health insurance providers.

Action Requested:

Consider Michelle Kelash, Fiscal Supervisor, Angie Boelman, Accounting Case Aide, and Judy Billman, Account Technician to attend the MCHHS conference August 28-30, 2023 at Breezy Point.

Financial Impact:

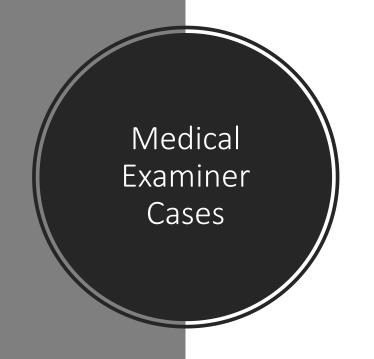
The registration cost to attend the conference is \$100 (each), lodging & meals \$610.00 (each), and mileage of \$142.79, for a total cost of \$2,272.79. The costs to attend are within the 2023 HHS Budget.



Pine County

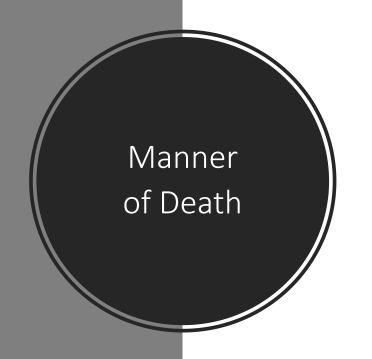
Annual Report
Midwest Medical
Examiner's Office

The Midwest Medical Examiner's Office provides death investigative and consulting services that honor those who have died by providing scientific, consistent, and compassionate investigation into the circumstance of death.

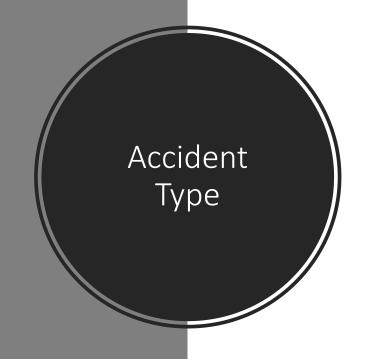


Jurisdiction	
Assumed	37
Declined	170
Total	207

Exam Type	
Complete	8
Partial	4
External	10
Medical Record Review	14
Bones/Tissue	1
Total	37



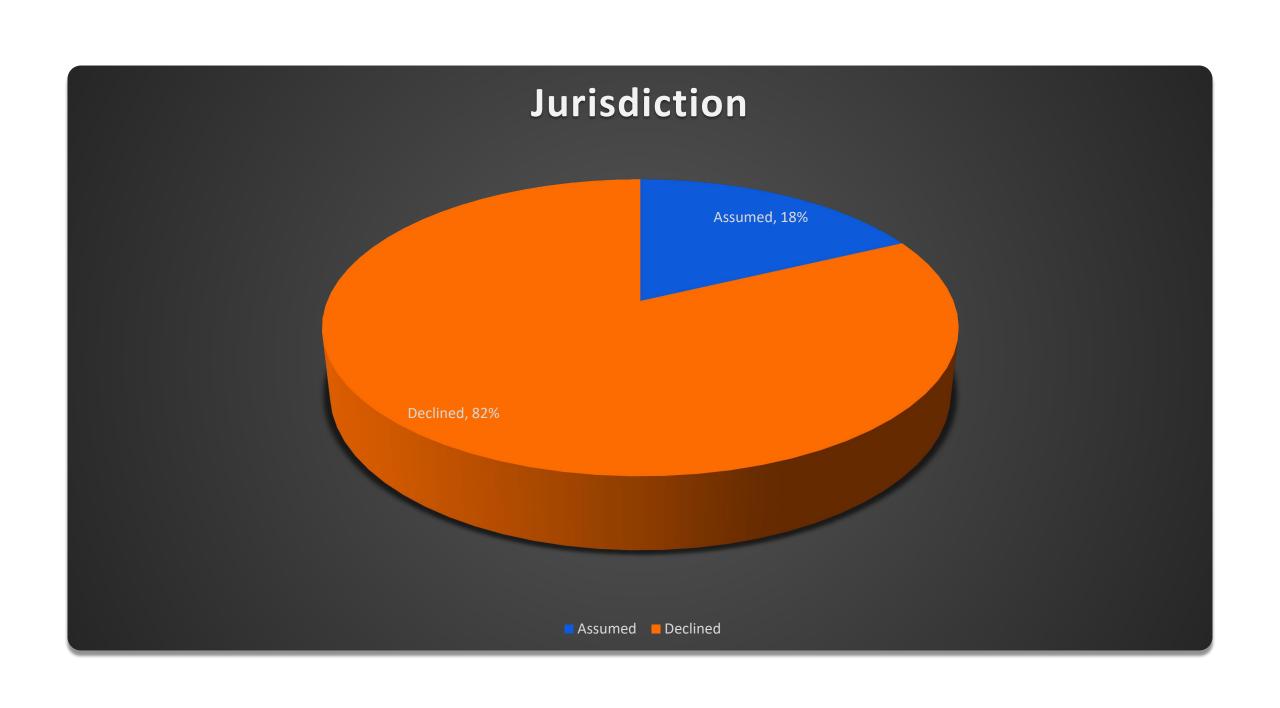
Manner	
Homicide	1
Accident	15
Natural	11
Suicide	9
Undetermined	0

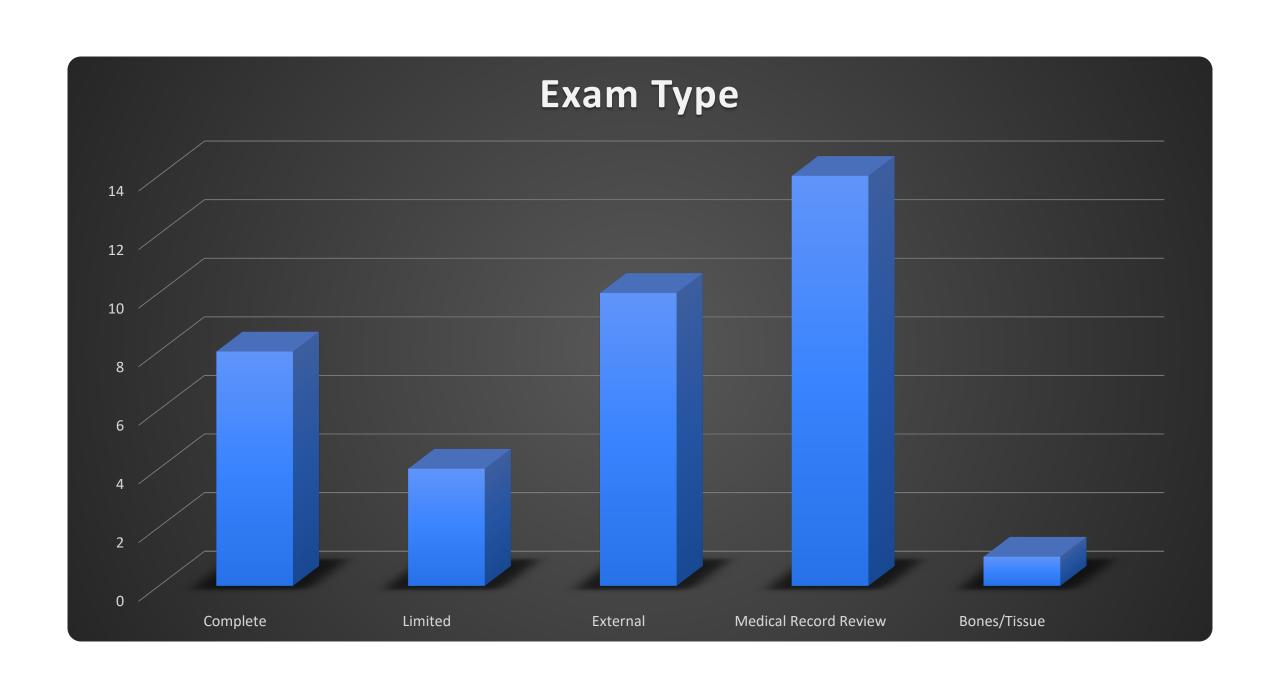


Accident - Subclassification	
Accident, NOS	0
Alcohol related	0
Asphyxia	0
Blunt force injuries	10
Drowning	0
Drugs/Substance Abuse	3
Electrocution/Lightning	0
Environmental exposure	1
Fire	1
Gunshot wounds	0
Sharp Force Injuries	0
Unsafe Sleep/Positional Asphyxia (Infant)	0

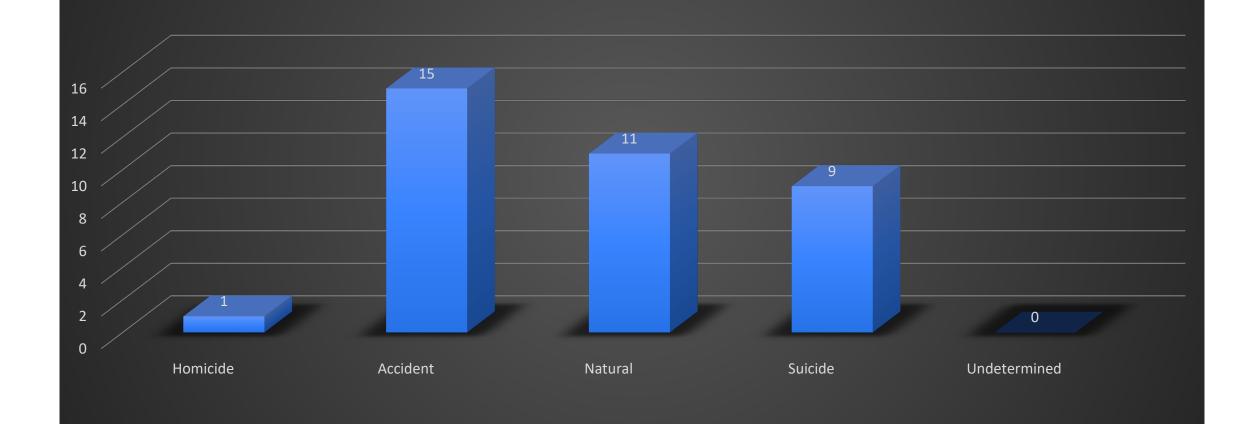
Blunt Force Injuries in Detail

Blunt Force Injuries	
Motor Vehicle Accident (MVA)	5
Non-Motor Vehicle Accident (Non-MVA)	5

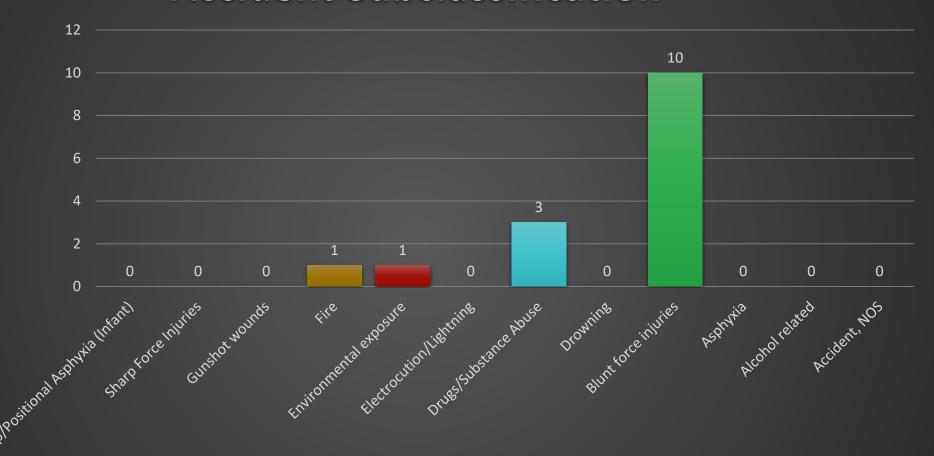


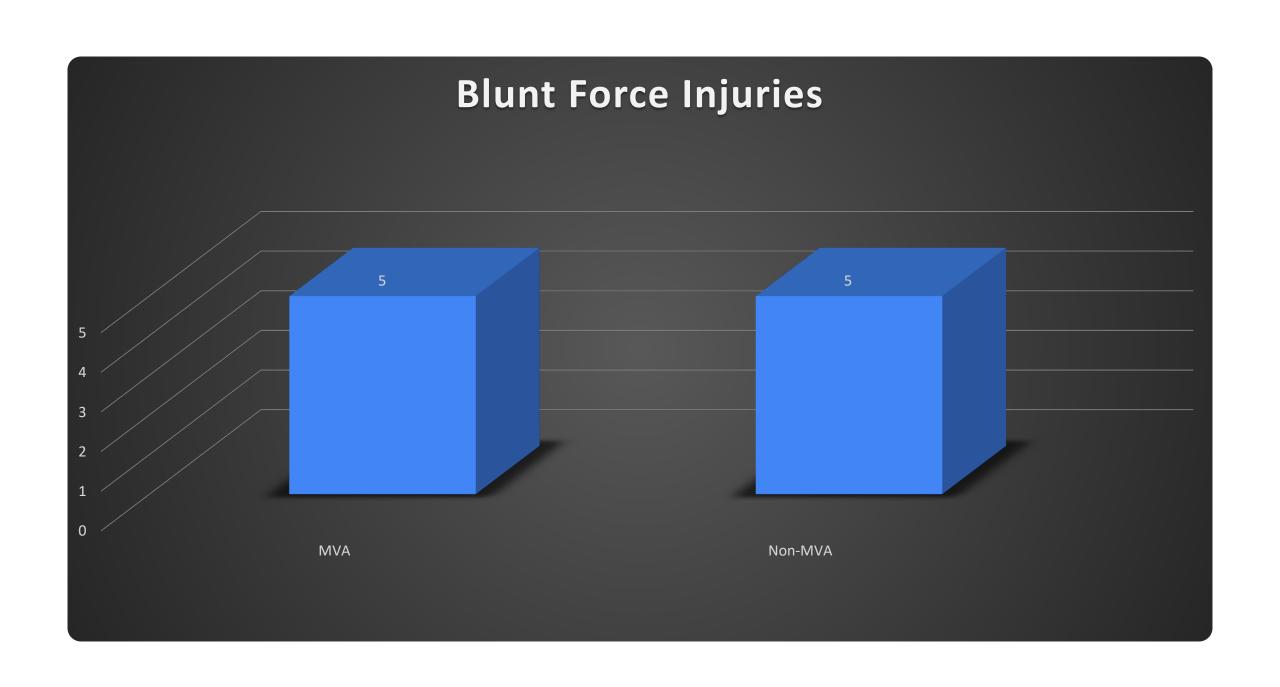


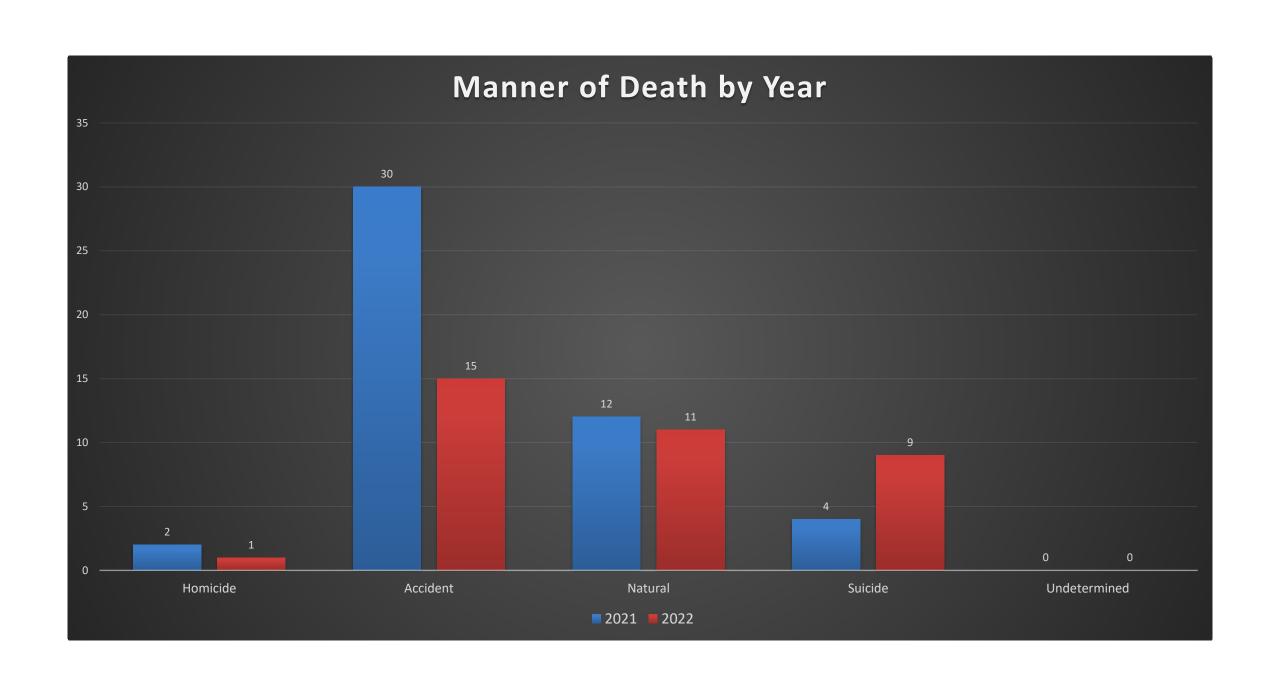


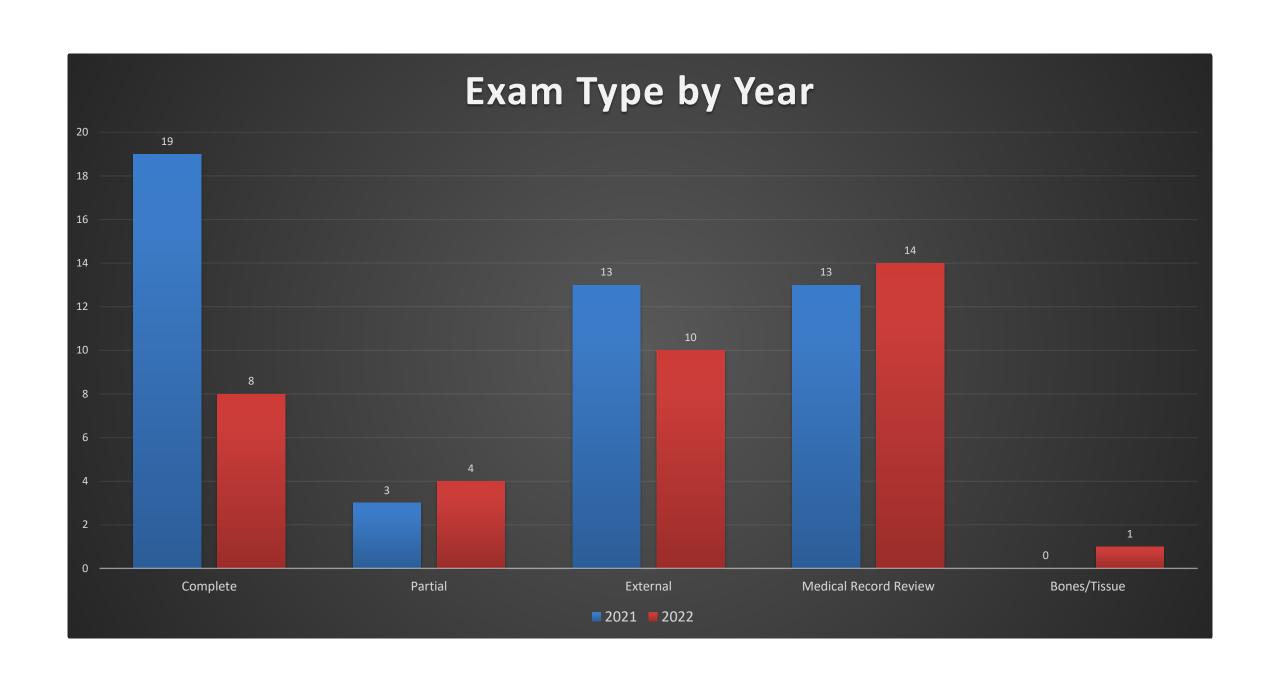


Accident Subclassification

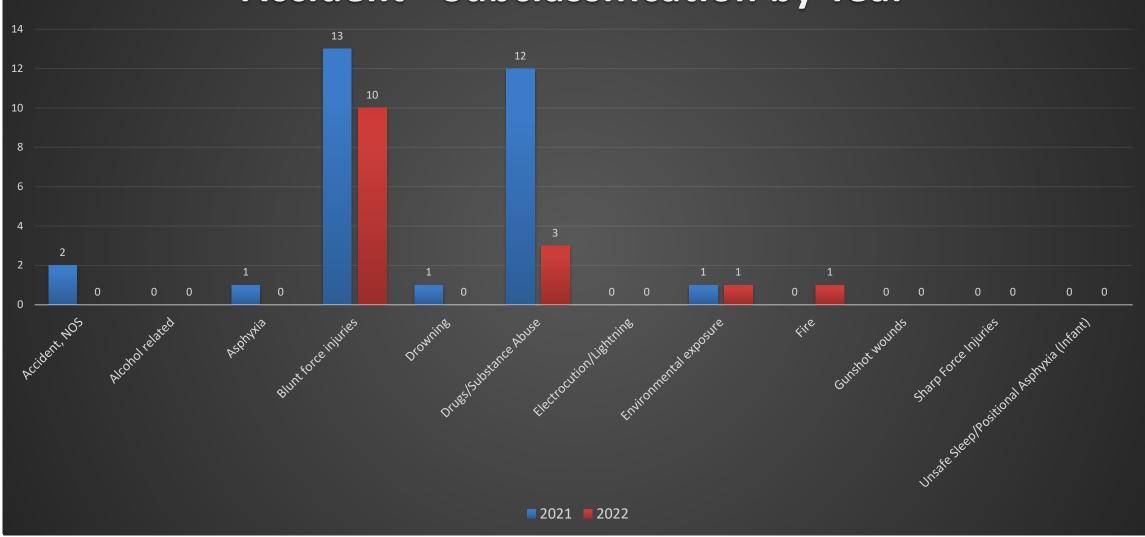




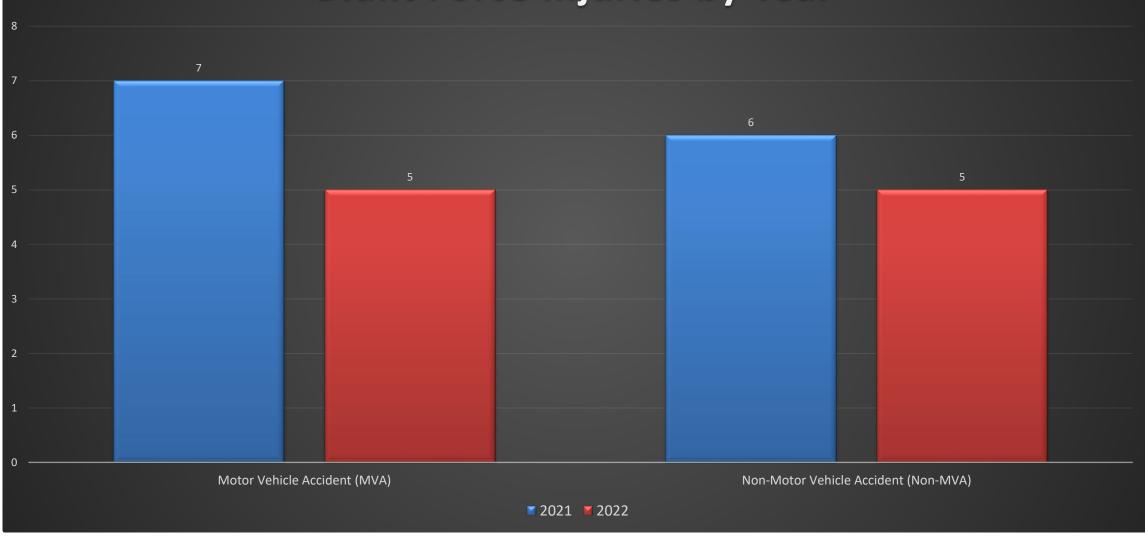












Contact Information

Midwest Medical Examiner's Office 14341 Rhinestone St NW Ramsey, MN, 55303 (763) 324-4400

www.midwestmedicalexaminer.com





MINNESOTA	AGENDA REQUEST FORM Date of Meeting: June 20th, 2023	
	County Board Consent Agenda Regular Agenda 5 mins 10 mins. 15 mins Other	
	Personnel Committee	
	Other	
Agenda Iten	Presentation of Comp Plan	
Department	Probation	
	Meulle	
Department Head sig	ature	
_	information on Item: ector Terry Fawcett will present the 2023 Probation Comprehensive Plan.	
1 100011011 011	Solor Forty Famour will process and 2020 Freedom Services	

Action Requested:

None

Financial Impact:

None. Information Only.



Correctional Values

- 器 We value early intervention that is meaningful and effective especially for juveniles, but not eliminating adults.
- ₩ We value being proactive in providing rehabilitation programs and services. Resources should be cost effective. They should prevent repeat offenders as substantiated by research.
- ₩ We value community safety. Citizens should feel safe in their homes and community.
- ₩ We value accountability. Offenders should comply with the terms of their probation.
- ₩ We value community restoration for victims and offenders. Victims' rights should be protected as victims are compensated for their losses. Offenders need to be reintegrated into the community through alternatives to incarceration that are positive and therapeutic.
- * We value equal resources and programs to all citizens of the county.
- **We** value culturally competent programming and we are sensitive and responsive to programming which acknowledges the differences in cultures.

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Committee Conclusions & Recommendations ... 15

Outcome Measures ... 16

Juvenile Diversion
C-5 Restorative Justice
Project RISE Truancy Initiative
Project RISE Graduated Response
Project RISE Evening Reporting Center
Detention RAI (Risk Assessment Instrument)
Juvenile Electronic Monitoring
Repeat DWI Intensive Supervision Program (ISP)
Pretrial Services
Cognitive Skills Education Program
Driving with Care Level II
L.E.A.D DWI Education Program

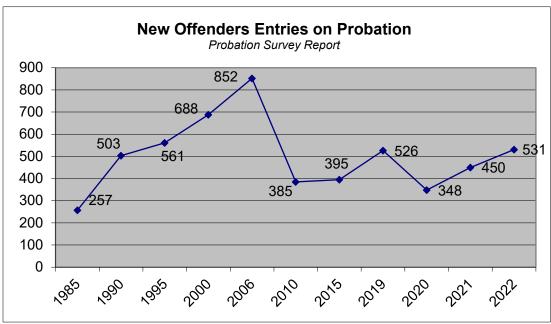
Appendix ... 30

Probation Organizational Chart
Pine County Court Filings
Pine County Probation Survey Report
Project RISE photos

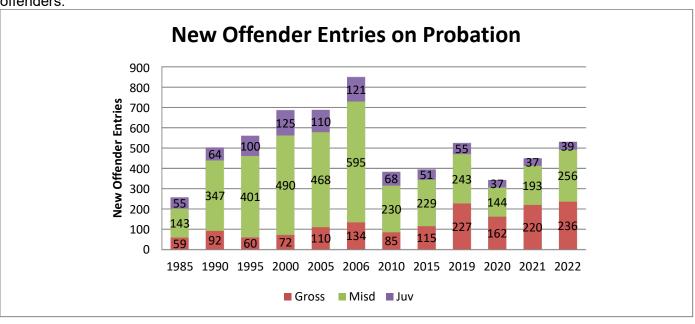
PROBATION UPDATES

Pine County Probation Caseload increased

The total number of new offender entries on probation increased in 2022, which continues an upward trend since the prepandemic in 2020.



The pandemic impacted the criminal justice system by limiting person-to-person interactions and necessitating a change in how the system operated. In March 2020 the courts closed operations for a time and resumed using remote technology to hold hearings virtually. In 2021 the use of remote technology (Zoom) continued for most court hearings. The court system is still working through a backlog of case with the goal to be caught up by July 2023. The total number of gross misdeanor adult offender entries and juvenile entries increased slightly, both at 9%; however, number of gross misdemeanor entries increased by 32% in 2022 over last year. The number of gross misdemeanor entries represents nearly half (48%) of the probation caseload entries. Generally, gross misdemeanor-level offenders are a higher risk population than misdemeanor-level offenders and require a higher level of supervision. It should be noted that the Probation Survey is a snapshot report of probation cases and does not count adult or juvenile pretrial, diversion, truancy, restorative justice cases or juvenile petty and traffic offenders.



Changing Probation Caseload Demographics

The probation survey first categorized offense types in 1996. The data table below shows changes in types of offenses since 1996. The data from 2006 is used for comparison because it was the year the snapshot numbers peaked.

Pine County (Pine County Probation and Department of Corrections) probation caseload demographics show continued slight increase in total cases since 2020. There was an increase in DWI offenses and negligeable change in Drug offenses from 2021 to 2022; however, **DWI and drug offenses continue to top the type of offenses** for which offenders are placed on probation, followed by Assaults. Pretrial supervision cases were down slightly from 300 cases in 2021 to 281 cases in 2022.

Pine County 12/31 Snapshot	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2011</u>	<u>2006</u>	<u>2001</u>	<u>1996</u>
Total Offenders	1070	1058	1047	1197	1086	1633	1249	949
DWI	276	232	220	247	453	574	302	293
Drugs	223	225	251	268	131	136	59	37
Theft/Burglary	91	111	121	144	92	121	190	135
Assault	131	137	136	149	89	95	127	112
Traffic	67	47	51	65	61	365	469	159
Sex Offenses	22	1	0	23	32	18	30	28

Progressing into Evidence-Based Practice (EBP)

Corrections in Minnesota has progressed significantly in implementing evidence-based practice in delivery of probation services. The initial "Eight-Point Plan" presented by the Minnesota Department of Corrections in 2000 included the following elements:

- 1) Automated and Validated Risk Tools
- 2) Cognitive/Behavioral Programming
- 3) Case Plans
- 4) Restorative Justice
- 5) Primary Services
- 6) Supervision Workload Standards
- 7) Transition/Aftercare Planning
- 8) Outcome Measures

The initial hurdles to implementation included lack of funding, staff, resources, and training. There were other things as well that evolved including the continuing rise of probation caseloads in the early 2000's: two major State budget crises one in 2002 and again in 2008; and a major paradigm shift for everyone involved from the Legislature to administrators, to supervisors, agents, and local funding sources. The Legislature formally acknowledged EBP and came on board in 2009 when they commissioned a study of Evidence-Based Practices in Minnesota.

The Progression of Evidence-Based Practice in Pine County

Pine County Probation first started using validated risk-needs assessment tools in 1999. The YLS/CMI (Youth Level of Service/Case Management Inventory) for juveniles and the LS/CMI (Level of Service/Case Management Inventory) are the primary assessment tools used to identify risk levels and criminogenic needs in offenders in order to make informed recommendations for sentencing/disposition, case planning, and work with offenders to reduce their risk to reoffend. The department also uses the A.U.D.I.T. (Alcohol Use Disorders Identification Test), a more responsive assessment tool for DWI offenders, as well as the DVI (Domestic Violence Inventory) for domestic violence offenders. In an effort to be more efficient in identifying low risk offenders, the prescreen version of the YLS/CMI and LS/CMI are being used.

Pine County Probation Agents took the first risk-needs assessment training in May of 1999. The Youth Level of Service-Case Management Inventory (YLS-CMI) was the juvenile tool while the Level of Service Inventory-Revised (LSI-R) was the adult tool. The use of the YLS-CMI and LSI-R began slowly as a tool was first used with court-ordered investigations (PDI's and PSI's). In 2002, with the addition of a juvenile agent, the juvenile tool was used to identify high risk offenders. This was the same year the DOC made the tool available for online data entry and funded the copyrighted cost of the assessment tools. In 2015, Pine County implemented the use of Alcohol Use Disorders Identification Test (AUDIT), which is a more responsive tool to be used with DWI offenders. In 2016 we began development of a Graduated Response Grid for juvenile offenders, a system of graduated incentives and sanctions used to match the level of seriousness of the violation and risk level assigned to each youth. An agent committee developed the Adult Graduated Response Grid in 2020. In January 2019 the Risk Assessment Instrument (RAI) was implemented to assess the level of risk of juvenile offenders after their first court appearance. The Minnesota Pretrial Assessment Tool (MNPAT) pretrial risk assessment tool was also implemented, which is a state-wide research-based tool that replaces the adult pretrial bail evaluation.

In 2005 Pine County Probation modified adult caseloads to a "continuum of supervision" format which was a significant move away from assigning caseloads solely upon the type of offense conviction. Offenders were placed on the continuum based upon a pre-sentence LS/CMI risk level or the type of court-ordered conditions. Once conditions were met or risk level went down, the offender moved down the continuum resulting in a lower level of supervision.

When caseload numbers began to decline in the late 2000's the opportunity to do the risk-needs assessment on sentenced offenders became more of a reality. In August of 2009, adult caseloads transitioned so that agents supervised offenders based upon their risk level. All offenders with restrictive conditions were being seen for an intake to complete a risk-needs assessment. The downside was that it often took 8-12 weeks to get the intake scheduled. When there was a staffing cut in 2011, both adult and juvenile caseloads were capped based upon the risk level. The juvenile high-risk caseload was targeted at no more than 15 while the medium risk was 30 juveniles. On the adult side the high supervision adult caseload was targeted at no more than 30 and the medium supervision at 60 offenders. The lowest risk offenders were placed on unsupervised probation as monitored by the probation Case Aide. Today the low-risk offenders are assigned to the Low Supervision Agent and Administrative cases are assigned to the Case Aide.

Over the past 15 years EBP training has become mandatory. The training has consisted of the risk-need companion elements of the original Effective Case Management training, Motivational Interviewing, Case Planning, and Cognitive Skills programming. Not only must the agent get the initial training in each area but are required to do annual booster/proficiency training. Once an offender was identified as high, medium, or low risk- the agent becomes the change agent motivating the offender to make choices in the areas in which they are at higher risk. Pine County Probation utilizes Smart Chronos, to track expectations during contacts, and a method to provide outcomes, quality assurance and documentation of important interventions.

Also consistent with the initial Eight-Point Plan, Pine County Probation brought in cognitive skills education first in 2001 and developed the juvenile restorative justice program in June 2004. In 2016, Pine County Probation, Health and Human Services, and the County Attorney's office collaborated to contract with the University of Minnesota's Center for Restorative Justice & Peacemaking in reshaping how correctional services are delivered to juveniles and victims of juvenile crime in Pine County. In April 2016 nineteen citizens and professionals, including school staff, were trained in Victim-Offender Conferencing. This training was offered again in April 2017 and more county professionals and residents were trained in the curriculum, including two more corrections agents, as well as the Pine County Attorney. This program was named C⁵ (Culture-Community-Collaboration-Children-Choices) and was fully implemented in June 2016. In September 2019 the P.A.T.H.S. (Prisoners as Teachers Helping Society) program was implemented. This program will now be housed out of MCF-Moose Lake/Willow River. P.A.T.H.S. was co-founded by Probation Director Terry Fawcett and County Attorney Reese Frederickson. Pine County Probation implemented the Decision Points curriculum for adult and juvenile offenders in 2020. Project R.I.S.E., in partnership with the County Attorney's Office, Health & Human Services, the East Central School District, and the Mille Lacs Band of Oiibwe, continued its work and guided Truancy Court within the schools and the Evening Reporting Center is operational. The Project RISE team visited Georgetown University in July of 2019 to receive the national Capstone of the Year Award.

This past year one of our Senior Agents was trained as a trainer in the use of Carey Guides, and the Department participated in a JDAI (Juvenile Detention Alternative Initiative) Systems Assessment, with a report and recommendations presented mid 2023.

The Department of Corrections has taken leadership responsibility for promoting EBP in Minnesota when they created a position within the department to focus on development and training of EBP both in the institutions and the field. Pine County Probation partners with the DOC for training and EBP Café learning sessions.

2022-2023 COMMITTEES/INITIATIVES/HIGHLIGHTS INVOLVING PINE COUNTY PROBATION

- Evening Reporting Center received a two-year Byrne Justice Assistance Grant extension.
- Director serves as Area Rep for state of Minnesota on APPA Board
- Director continues to serve as a Scholar Reviewer/Mentor by the Page Education Foundation
- Senior Agent on the board for Minnesota Association of Pretrial Services Agencies
- Career Agent a member of the CSTS Standards and Training Committees
- Director a member of the MACPO Legislative Committee
- Senior Agent is the MACPO Communication Committee Chair
- Career Agent a member of the MCA Juvenile Justice Committee
- Supervisor a member of the Pine County Chemical Health Coalition
- Senior Agent hired as Regional JDAI Coordinator in Roseau County
- Probation Director & County Attorney presented at the American Probation & Parole Conference in Omaha, Nebraska
- Senior Agent (Secretary) & Director (appointed At-Large) both serve on the MACPO Executive Board
- Supervisor hired as the Itasca County Probation Director
- Director selected to be a panelist for the national conference: "Community-Led Juvenile Diversion:
 Building a New Paradigm in Youth Justice", hosted by the Center for Civility, an initiative of UC-San
 Diego & the National Conflict Resolution Center
- Director trained Itasca County, Brown County, Nicollet County, & Waseca County in Officer/Staff Safety
- Career Agent & Senior Agent helped form the Veteran's Restorative Justice Act team in Pine County
- Senior Agent trained as a statewide trainer in the use of Carey Guides
- Probation Department participated in a JDAI Systems Assessment, which will help secure a JDAI Regional Coordinator/ERC Director contract position post-grant period.
- Pine County Probation a pilot site for the Substance Use Disorder Responsivity Work Group (Career Agent/Senior Agent/Supervisor involved)
- Senior Agent provided a ride-a-long opportunity for a newly elected State Legislator.
- Senior Agent completed a 40-hour Crisis Intervention training with Department of Corrections
- Senior Agent in Graduate School at the University of Cincinnati for Criminal Justice
- Career Agent on the Minnesota DWI Task Force
- Career Agent & Senior Agent both statewide Peer Support mentors
- Both Career Agents participated in the Minnesota Workload Time Study.
- Senior Agent awarded the MACPO Outstanding Performance Award
- Senior Agent awarded the MACPO Superior Service Award
- Two Senior Agents selected as Decision Points Advanced Practicum Statewide Trainers

Challenges to Completing Probation Tasks

There are challenges for agents and the agency to overcome in doing their probation tasks.

Supervisee-based challenges

Probationers are not identical; therefore, each requires a different level of effort on the part of the agent. In addition, one would expect that collateral consequences experienced by different types of individuals will affect the amount of time agents spend with their clients. Lack of transportation or driver's license, financial means and health insurance impacts probationers' ability to comply with some expectations, for example, obtaining mental health assessments, getting into a treatment program without health insurance is a barrier. Virtual meeting platforms such as Microsoft Teams provided an alternative way to maintain contact with clients and continue to provide supervision during restrictions to in-person contact due to COVID-19. This also eliminated transportation barriers that some clients experience; however, not all clients had access to technology or adequate internet.

Agent-based challenges

Agents possess different skill sets, years of experience and training; some agents are naturally better at performing certain functions than others, and more experienced staff may be more proficient at completing tasks. Assisting in training new staff takes time away from agents' time to meet their own workload demands. Probation agents have considerable discretion to decide how their time is used and how their actions impact public safety. This occupation is based on human interactions, which are anything but predictable. The supervisee's behaviors and needs will influence the amount of time that agents must spend on tasks, and these behaviors are often beyond the control of agents. Stress, cynicism, burnout and compassion fatigue can be occupational hazards. Meeting workload demands and other priorities, such as increased court demands, coupled with high caseload numbers creates a challenge to meeting supervision standards.

Sanction-based challenges

Recognizing that all court orders are not the same, agents must sometimes put skills and practices together that are responsive to the specific court order. The need to develop specific practices and case plans makes the agent's tasks take longer to complete especially when it may involve program or treatment referrals, insurance coordination, placement staffing, or working with limited financial resources when fines, fees or program costs exist.

Agency-based challenges

The impact of increased court-filings, drug law changes resulting in more gross misdemeanor level offenses, agency-provided programming has increased workload and expectation of staff.

Community-based challenges

Being a geographically large, rural county impacts the time it takes to make field visits. There are also locations within the county with limited cell service, making isolation and safety a challenge. Lack of resources available within the community poses a challenge to find programming for clients who have limited financial and transportation means. The impact of drug use in our communities impacts collateral victims, such as families of offenders who have little support and knowledge about how to help their loved ones through their addiction.

State-based challenges

State probation funding has been a longstanding deficit since 1996. Through hard work an AMC-led workgroup and previous work done by the Council of State Governments, equitable and increased funding was finally passed by the Legislature this session. Pine County will receive \$150,000 base funding this year and \$642,196 total reimbursement due to the new funding formula.

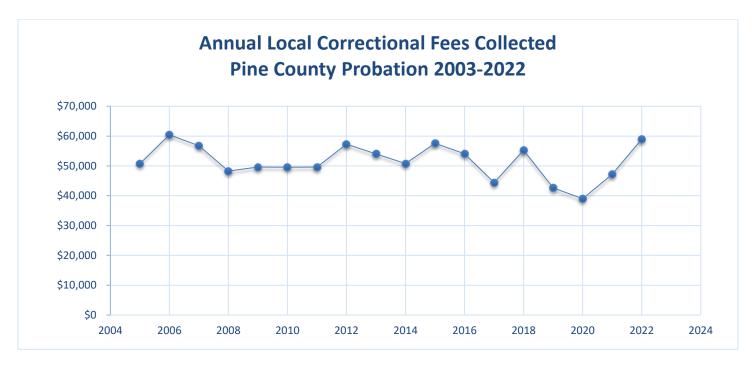
COVID-19 Challenges & Opportunities

As the COVID-19 pandemic unfolded in 2020, all systems had to adapt to ever-changing public health guidance and quickly develop ways to deliver the best possible service. Probation staffing in the office was limited to a small number on a rotating basis and the majority of the time staff were working from home. It took time to develop a routine and establish a new way of working from home and for the County to respond with the tools to make that work better accomplished. Use of the phone, electronic communication, and virtual meeting technology allowed court hearings to resume, team meetings and interagency collaboration to take place, and contact with clients possible.

While remote contact cannot replace the value of face-to-face contact, new opportunities have been discovered to enhance service delivery and productivity.

Correctional Fees

Local Correctional Fees were implemented by Pine County Probation in April 2003, increased in January 2009 and have remained unchanged since. The current fee structure is based upon the length of the term of probation rather than a "one size fits all" flat rate. Currently, fees are assessed at \$10 per month of probation. Since 2003 Pine County Probation has collected \$994,178 in Local Correctional Fees, with 2022 being the highes fee collection year to date. By statute, Local Correctional Fees cannot supplant county funding, but have played an important role in filling the funding gap from the state.



Fees are also generated by program fees paid by offenders that help defray specific programming costs within the department. In 2022 \$9,350 in revenue was generated by delivery of programs in-house: Adult Cognitive Skills, Driving with Care Level II, and LEAD.



Pine County Probation Fees at a Glance Total Fees Collected \$ 68,034

Referred to MN Revenue Recapture Program \$ 63,190 Recovered through Revenue Recapture \$ 16,618

Juvenile Out-of-Home Placements

Interagency collaboration between Pine County Probation and Health and Human Services is key to addressing the cost of out-of-home placements. Strategies are in place to keep placement dollars down recognizing there will always be the "budget busters" – the juvenile who commits the heinous crime, juvenile sex offenders requiring sex offender treatment, juvenile offenders with serious mental health issues, and the chronic serious juvenile offender. In 2022 there were four "budget busters," whose placement costs totaled \$271,066, or 72% of the \$378,278 expended and represent 11% of the number of youth placed. The goal continues to be to reduce out-of-home placement for non-violent/dangerous offenders and increase use of the Evening Reporting Center and electronic monitoring as a community-based detention alternative.

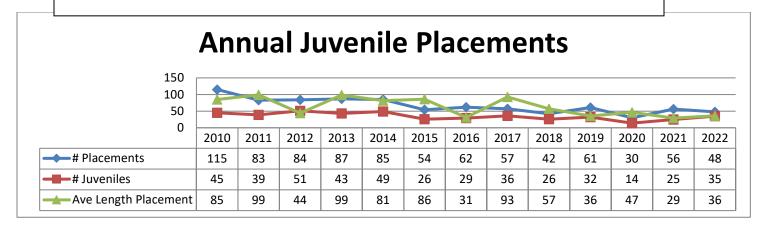


2022 HHS Budget for Probation Cases

2022 Probation Budget: \$321,000 **2022 Actual**: \$378,278

Revenue: Parental fees collected \$22,366

Overall HHS and Probation out-of-home placement costs: **2019** \$2,059,066 **2020** \$1,379,593 **2021** \$1,436,328 **2022** \$1,480,355



- There were fewer placement occurrences in 2022, but a greater number of youth placed.
- The average length of placement increased; however, it is 63% lower than the average since 1996, indicating continued effort to reduce long-term placements.
 - There were 1257 placement days in 2022: 4 youths used 982 days and 31 youths used 275 placement days, or an average length of placement of 9 days.
- Use of alternatives such as Risk Assessment Instrument, Electronic Home Monitoring, Evening Reporting Center contribute to decreased use of long-term placements.

PROBATION ADVISORY COMMITTEE 2022

Mission Statement

To actively participate in the review of probation services, programs, goals, and strategic planning in Pine County and make recommendations to policy and decision makers about such probation issues in order to enhance programming in the county and ensure it is efficient and effective.

Members

Law Enforcement: Sgt.Adam Kenow
Local Jail: James Reiser
Prosecution: Reese Frederickson

Defense: Vacant

Judiciary: Hon. Heather M. Wynn, Hon. Krista K. Martin

Education: Jocelyn Rydberg
County Probation: Jami Tuve
DOC Field Services: Carter Diers

DOC Institutions: Warden Brian Collins, MCF-ML/WR

Social Services: Vacant

Mille Lacs Band: Darren Naumann
District 1 Citizen: Brent Jahnz

District 2 Citizen: Amanda Wimmer (Chair)
District 3 Citizen: Rep. Nathan Nelson
District 4 Citizen: Connie Mikrot

District 4 Citizen: Connie Mikrot
District 5 Citizen: Mark Diggan
At-Large: Guy Kaufman

Committee Staff

Probation Director Terry Fawcett

Recorder Suzanne Thompson of the Probation Department

The Probation Advisory Committee created the first Comprehensive Plan in 1999. Each year the Pine County Board, the PICK Judicial Bench, and the Department of Corrections have reviewed the plan.

ANNUAL PROGRESS REPORT

During the past year the Advisory committee has met the goals and objectives set forth in the prior year's comprehensive plan. Those goals included:

Follow the implementation of Evidence Based Practices (EBP)

• Both DOC and Pine County Probation have provided regular reports on staff <u>training and quality</u> <u>assurance</u> efforts. The past year included the delivery of Decision Points.

Identification of Barriers and/or Gaps in Probation Service Program Delivery

. A new funding formula was approved by the Legislature this year.

Ensure Local Correctional Needs are Being Met

- 1. Project R.I.S.E. Project R.I.S.E. was developed and implemented and the capstone continues to be measured. The goals include working harder with youth at the school level, so youth don't get referred to the criminal justice system, thus breaking the school-prison pipeline. If youth are referred to the court system, a restorative approach is used, and the over-arching goal is to keep youth out of the system. This sound correctional practice will also drive down out-of-home placement costs, as more youth will be able to complete programming in their communities. This year Pine County Probation had its lowest average length of placement rate (29 days) since this has been tracked in 1996. From 2001-2021 there has been a 90% reduction in placement days. The Evening Reporting Center (ERC) had to operate in a hybrid format due to the pandemic, but the staff was able to deliver services effectively. Inperson programming resumed in last year. This after-school program allows youth to work on areas of need in a structured environment, while also receiving a meal. The program allows these youth to remain in their communities versus being placed out of home. ERC grant funding will cease this fall; however, Pine County and the Department of Corrections are likely to collaborate on a contracted JDAI Regional Coordinator/ERC Director position.
- 2. <u>Cognitive Skills Education Programming</u> The Probation Department continues to provide cognitive skills groups for adult offenders and individually for juveniles. In 2017 the adult unit expanded cognitive skills programming to include Driving with Care Level II for repeat DWI offenders. The Decision Points curriculum has been delivered virtually since the start of Covid-19 pandemic. Two Pine County Probation Agents have been selected to be state-wide Decision Points trainers.
- 3. <u>LEAD Local Education for Accountable Decisions</u> Since 2015 Pine County Probation has administered a four-hour DWI education program rather than referring those who are required to complete a DWI clinic to the metro area. The program is held three times per year and is open to attendees from other counties. As a prevention resource, attendees can bring youth 16-18 to the class at no fee and the attendee's fee is reduced. From 2015-2022, 395 adults and 6 youths have completed the program.
- 4. REAM (Remote Electronic Alcohol Monitoring) Since 1996 Pine County has received REAM Grant funding that covers the cost of electronic monitoring equipment rental and monitoring. Grant funds are administered by the Probation Department and made available to individuals who cannot fully or partially afford this option. REAM monitoring assists individuals to maintain sobriety, prevent drinking while awaiting trial or serving their sentence. It allows for release to use jail space for more serious offenders, as well as allow pretrial offenders to maintain employment. The amount of the REAM Grant awarded was \$6,500; however, this amount can be adjusted by the Department of Corrections based on utilization.

Review and Evaluate Current Technology Trends

- Introduction of a new alcohol monitor that uses facial recognition and has a GPS feature.
- Use of GPS on Pretrial Release clients in special circumstances.
- Addition of the Supervision Violation Report to CSTS, the probation case management system.
- Adult Violation Reports, Presentence Investigation Reports, and Pretrial Bail Reports can now be uploaded directly to MNCIS through integration between the two systems.
- Implementation of the new Criminal History System (CHS) to access criminal history records.
- Use of Microsoft Teams and other platforms for virtual classrooms, meetings, training, and court.

Review Outcome Measures for Each County Program and Service Area

Another important piece to EBP program evaluation is to ensure that the programs are successful especially when balanced with cost effectiveness. Throughout the year the committee received program updates. In January they reviewed in greater detail the annual outcomes as reported in this plan and provided feedback on them. The current programs with outcomes include:

- Juvenile Diversion Program
- Juvenile Restorative Justice (C-5 Program)
- Project RISE Truancy Initiative
- Project RISE Graduated Response
- Evening Reporting Center
- Juvenile Detention
- Repeat DWI Intensive Supervision (ISP) Program
- Pretrial Services
- Juvenile Electronic Monitoring
- Cognitive Skills Education, including Driving with Care Level II
- LEAD

Evaluate effectiveness of probation programs and service areas based upon staff and resources available.

- Covid-19 has impacted several services in the County Probation Department.
 - a. Field visits, face-to-face contact, and U/A's have been modified greatly this past year due to concern for health and safety of staff and clients. FV's have increased this past year.
 - b. Administration of Cognitive Skills programs virtually eliminates transportation barriers and reaches more offenders.
- Staffing is being reviewed pursuant to the 2020 CPO County Ranking, as provided by the Department of Corrections. Due to the new funding formula and potential for Tribal supervision, a departmental committee will begin the process of evaluating the need.

Advisory Committee Goals & Objectives - Plan for 2021-2022

	Goal	Objectives
1	Follow the implementation of Evidence Based Practices (EBP)	 Understand the basis of EBP Follow practices being incorporated into Pine County Probation services Continuation of Project RISE Participation in Communities of Practice Continue to deliver Decision Points Cognitive Skills programming
2	Ensure local correctional needs are being met.	 Identify missing community resources and interventions Identify barriers and/or gaps in probation service program delivery Follow the Local Collaborative Time Study requirements Follow the Pine County Chemical Health Coalition activities Work on developing JDAI Regional Coordinator/ERC Director position description
3	Review and evaluate current technology trends	 Monitor drug and alcohol testing methods Monitor electronic monitoring methods Follow efforts to integrate information services Explore other technology trends that may impact probation services Use of GPS with some PTR clients Utilization of CSTS Smart Chronos for data tracking Monitor safe use of the X26P Taser
4	Track correctional costs and funding levels	 Follow out-of-home juvenile placement costs Assess impact of funding levels on both county and state probation programs and services Continue to manage the OJP grant; follow outcomes and/or requirements and assess impact on OHP budget. Follow the impact of local correctional and other fees on probation budget; consider solutions to LCF sunset by 2027 Monitor legislation that may impact probation funding and services especially unfunded mandates (including reimbursement for Bail Evaluations) Participated in statewide Justice Reinvestment Initiative Assess new funding formula and need for additiona agent position
5	Review outcome measures for each county program and service area. Expand as appropriate.	 Track outcomes for supervision using SMART Chronos Use the Comprehensive Plan as a working tool; implement new State Comp Plan Determine if programs are meeting identified goals Evaluate program efficiency and effectiveness Evaluate cost effectiveness Evaluate the effectiveness of the Evening Reporting Center Create a way to track Crossover Youth data Evaluate effectiveness of Truancy Court Follow recommendations of the Juvenile Detention Alternatives Initiative system analysis
6	Provide local feedback to the DOC District Supervisor as requested	Be a sounding board for the DOC on issues that impact at the grassroots level
7	Evaluate effectiveness of probation programs and service areas based upon staff and resources available.	 Assist policy makers in making critical decisions Hold the service delivery system accountable in expectations Provide the means to establish effective strategies for quality improvement Establish partnership with Mille Lacs Band of Ojibwe to evaluate desire/need to implement Tribal supervision Consider seeking Crossover Youth funding Consider seeking out Restorative Justice Practices funding
8	Develop future correctional leaders	 Development of a Supervisor position within the department Involve Career and Senior agents in projects, policy and program development and budget process Support of two Senior Agents to serve on the MACPO Board of Directors

CONCLUSIONS & RECOMMENDATIONS

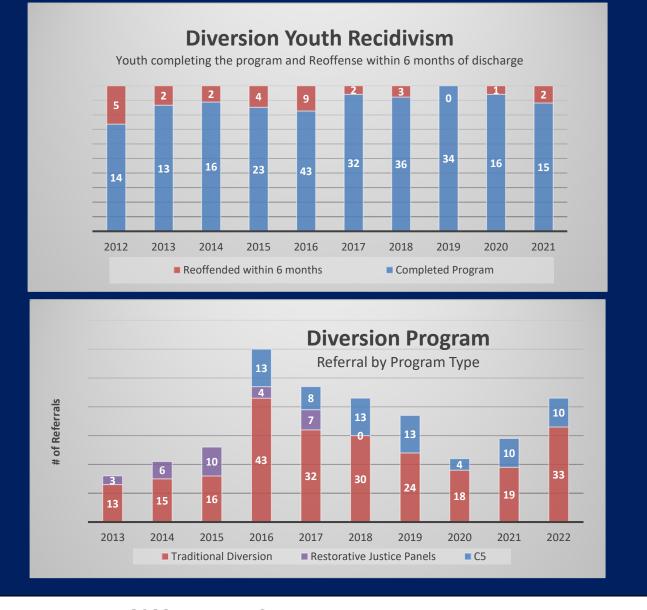
The Probation Advisory Committee:

- Supports the EBP direction and implementation of EBP practice by both Pine County Probation and the Department of Corrections.
- Believes that implementing EBP programs puts the dollars where there is the most benefit based on proven effectiveness.
- Supports staffing which is consistent with EBP practice and needs.
- Supports the use of technology, the electronic monitoring with juvenile offenders as a costeffective placement alternative.
- Supports the Cognitive Skills program and would like to promote and see as many offenders as
 possible exposed to this research supported intervention.
- Believes it is important to continue to evaluate programs. This includes ISP/LEAD/DWC/Project RISE/ERC/Truancy Court/Cognitive Skills
- Pine County Probation implemented the L.E.A.D. Program in 2015 (Local Education for Accountable Decisions).
- The C⁵ Program (Victim-Offender Conferencing) was introduced and full implementation took place June 2016. In 2018 the C⁵ program expanded to include transition conferences for juveniles returning to the community from placement.
- The Domestic Violence Impact Panel was implemented in 2018.
- Evaluate the effectiveness of the Evening Reporting Center. As part of this evaluation, ensuring that the center is being utilized to its potential by both Probation & HHS staff is critical.
- Believes that a strong professional alliance and collaboration with Mille Lacs Band is important in assisting Native American offenders, especially juveniles, to change. Pine County Probation, along with Health & Human Services, met monthly 2015 2016 with Family Services leadership to seek common understanding and work collaboratively on program development. The Cultural Community Coach position was jointly funded by the Mille Lacs Band of Ojibwe (MLBO) and Pine County and was implemented in 2018. The position has been moved under the Pine County Children's Cabinet for long-term sustainability. Pine County Probation and the DOC recently met with the District 3 Representative of the MLBO, as well as with two members of the MLBO Government Affairs.
- Consult with the MLBO leadership to evaluate the desire of the tribe to engage in tribal supervision, as implemented this legislative session.

2022 OUTCOME MEASURES

Juvenile Diversion

Goal	Strategy	Outcomes
Our traditional Diversion program will assist the first-time juvenile offender to change to lower the chances of the youth re-offending.	Track recidivism rates of juvenile diversion offenders.	Minimize the number of first-time offenders from entering the court system.



2022 Program Cost: CPO reimbursed agent position

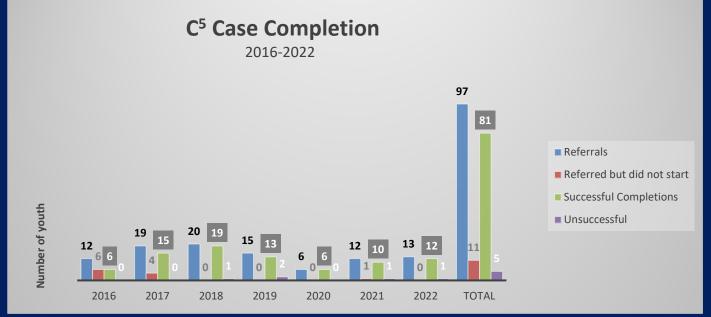
The Juvenile Diversion Program has been in existence in some shape or form since about 1976. At one point the program was administered by a full-time probation officer position. The 1996-99 recidivism rate, used as a benchmark, was based upon any new offenses up to five years or more. The Probation Advisory Committee set a narrower expectation based upon what was reasonable to expect for a one-time intervention. Over the past ten years, 212 of 242 (88%) of youth completing the Diversion program have not had subsequent involvement in the criminal justice system within six months of program completion.

In 2016 the C^5 Restorative Justice Program was implemented, which features Victim-Offender Conferencing and community member participation. The C^5 program built upon, expanded, and replaced the Restorative Justice Panel program. The Probation Director manages the Juvenile Diversion and C^5 programs. There was a decline in diversion and precharge C^5 referrals during 2020, which can be attributed to the COVID-19 pandemic; however, there has been a an increase in referrals the past two years.

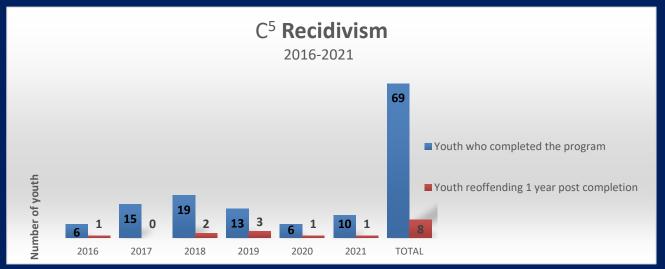
C⁵ Restorative Justice Program

Community - Collaboration - Culture - Change - Choices

Goal	Strategy	Outcomes
Serving Victims, Youth Offenders, and Community Members who come together to repair the harm caused by crime.	 Conferencing to allow victims, offenders and community members to come together, after preparation, for safe dialogue. Team consensus for appropriate consequences for youth's illegal behavior. Allow victims to have a voice. 	Reduce recidivism rates for juvenile offenders. Youth will repair harm to their victim and community by successful completion of the program. Youth will successfully transition back to the community with no new charges for one year.



- Percentage of participants with successful completion: 94%
- Average length of time to complete the program: 79 days
- Reasons referred youth did not start the program: charged with another offense prior to starting the program, did not show up to scheduled meetings, placed in foster care for unrelated reason

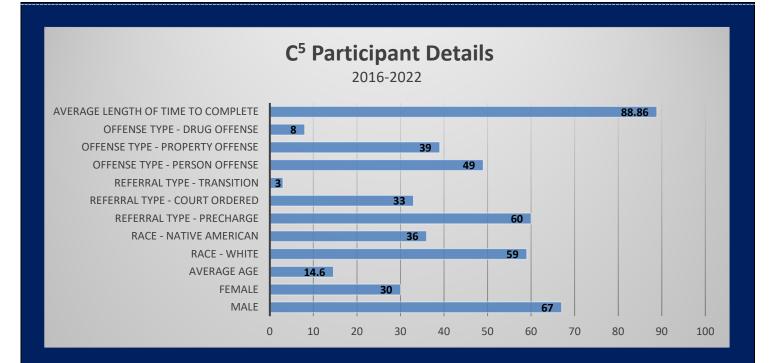


• 8 out of 6 Youth completing C⁵ reoffended after 1 year (12%)

Of reoffenses, 5 of the 8 were misdemeanor-level charges (i.e. Minor Consumption, Disorderly Conduct)

1 of 3 Transition Youth reoffended within 1 year of discharge (33%)

All Transition Youth were Extended Judication Juvenile/Youth with serious offenses and/or chronic offense history



RESTITUTION

Of the precharge juveniles referred to the C⁵ Program, 14 have been required to pay restitution – reimbursing a victim for damage or loss. Collection efforts continue beyond a juvenile's completion of the C⁵ program.

To date:

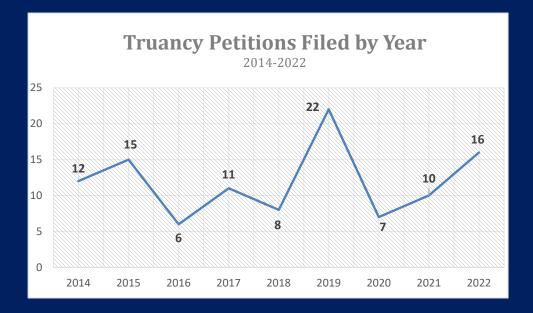
Restitution	Restitution	Credit/Forgiven	Restitution	# of Juveniles
<u>Owed</u>	<u>Paid</u>		<u>Balance</u>	Paid in Full
\$8426	\$3074	\$1845	\$3508	8

2022 Program Cost: CPO reimbursed agent position

The C⁵ Restorative Justice program started mid-year 2016. The Probation Director facilitates the program, along with volunteers who participate in conferences with the juvenile. There have been two training sessions offered and 31 individuals have received training to be volunteers in the program. Crime victims, victim surrogates, Tribal Elders, and school personnel have participated. Juveniles are referred pre-charge (diversion), court-ordered (as a condition of probation), and transition for youth in placement returning to the community. Re-offense is defined as committing a misdemeanor-level or greater offense within one year of completing the program. There was a decline in referrals during 2020, which can likely be attributed to the COVID-19 pandemic; however, the number of referrals picked up in 2021 and 2022. Some C5 meetings can be held virtually or at school, which can ease the burden for families to travel to the courthouse.

Project RISE Truancy Initiative

Goal	Strategy	Outcomes
To partner with the schools to address student's truancy to provide more support to students and families. Collaboration among schools, social services, local youth-serving agencies, law enforcement, courts, and probation.	 Hold Truancy Court hearings in supportive environments, such as the schools, community centers Provide strength-based, positive interventions whenever possible, in partnership with youth and family Co-located services in the schools 	Increased attendance rates Tailor interventions to increase success with use of meaningful consequences incentives, and support



Examples of "doing things differently" in Truancy Court

- Probation recommending payment of driver's training as an incentive for habitual truants who can show academic progress
- Judge baking for student's upon academic improvement.
- Judge and youth having a manicure/pedicure
- Probation assisting in creating and implementing a time management plan
- Youth turn in electronic devices to Probation that can be returned on the weekend if attendance and academic expectations are met
- Equine therapy and other individualized incentives

Within the framework of Project RISE, a Pine County Multidisciplinary Team was formed as a school-justice partnership to address chronic absenteeism in our schools. With the leadership of Pine County District Court Judge Heather M. Wynn, juvenile truancy court hearings started to be held in schools and other locations in late 2018 and became a consistent practice in 2019. Holding court at schools or other community locations provides more support for youth and families, shows a positive partnership between the schools and court, and limits the need for youth to miss school to attend hearings at the Courthouse

A restorative approach to truancy has been implemented to empower youth and families to be part of the solution to chronic absenteeism. Trust and relationship building, use of incentives and rewards, and involving families in addressing the issues is the focus, with limited use of liberty restrictions such as electronic monitoring and out-of-home placement.

During the pandemic, the number of filings of truancy cases greatly decreased as schools shifted focus to meeting students' basic needs and adjusting to the constantly changing educational framework. Through Project RISE a Truancy Subcommittee was created to develop a method to address truancy on a consistent basis county-wide. The schools developed a 3-tier matrix system to address truancy and divert students from truancy court. Truancy filings have been on the rise; at the end of May 2023, 16 new truancy petitions had been filed and Probation was supervising 19 truancy clients.

Project RISE Graduated Response

Hold youth accountable using appropriate, restorative interventions based on risk and needs of youth, and seriousness of violation. 1) Develop a framework to guide consistent response to probation violations. 2) Develop sanctions and incentives to use in combination to promote compliance, support positive behavior change and enhance public safety.	Goal	Strategy	Outcomes
	appropriate, restorative interventions based on risk and needs of youth, and	to probation violations. 2) Develop sanctions and incentives to use in combination to promote compliance, support	

Juvenile's	Risk Level	(323 MST 2)
	High	49.15%
	Low	0.00%
	Moderate	47.46%
	Not Assessed	3.39%
Violation L	evel	
	Minor (lapse in judgment)	5.08%
	Moderate (lack of motivation, M/GM reo ffense)	38.98%
	Serious (ongoing, willful disregard, F reoffense)	55.93%
Recommer	nded Response	
	Recommendation for higher level of response	1.69%
	Recommendation for lower level of response	1.69%
	Recommendation in accordance with Response Grid	96.61%
Outcome		
	Court disposition in accordance w/recommendations	98.31%
	Court disposition was less restrictive than recs	1.69%
	Court disposition was more restrictive than recs	0.00%

The Graduated Response Grid was implemented in 2019 based on youth's level of risk (Low, Moderate, High) and level of violation (Minor, Moderate, Serious) to guide consistent responses and recommendations in probation violations. Agents are making consistent recommendations in all cases. With the exception of one case that the Court ordered a lesser level of response, the Court is also issuing orders consistent with level of violation and level of youth risk.

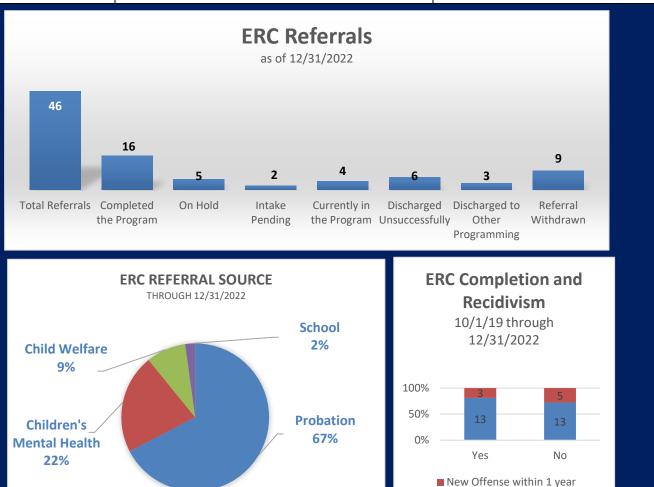
A graduated response system also allows for using incentives to promote compliance, reward goal completion and reinforce positive behavior. A list of incentives, both tangible and in nontangible, has been developed and is regularly being updated based on input from the youths we work with. Added to the list of incentives in 2020 was payment for Drivers Training-related expenses that would assist a youth in obtaining a driver's license.

Effective alternatives to placement, made widely available, can actually reduce costs at the same time they provide critical services to individuals, such as behavioral health treatment, cognitive skills, and exposure to prosocial activities. These interventions can help reduce recidivism while placing youth on a path to becoming productive, contributing members of society.

Data above reflects the use of Graduated Response Grid 2019-2022 in 59 probation violations.

Project RISE Evening Reporting Center (ERC)

Goal	Strategy	Outcomes
Provide at-risk youth community-based alternative to develop socially, emotionally, and educationally	1) Obtain funding for the program 2) Develop a program that will provide wraparound services and meet needs of youth including mental health, chemical health, behavior management, education, restorative justice, recreation and prosocial activities, cultural guidance, cognitive skills, nutrition and self-care.	Reduce repeat offending behavior Reduce out-of-home placement Improvement in school attendance and academics Increase in protective factors



Byrne Justice Assistance Grant 2021-2023 Budget: \$351,941

Due to unprecedented times and interruption due to the pandemic, Pine County Probation was awarded a renewal grant to continue the Evening Reporting Center an additional two years through September 2023. That renewal was based largely upon the understanding that COVID negatively impacted programming and data collection. The program was forced to adopt a hybrid and largely online model during the program and resumed in-person during the Fall of 2021. ERC staff turned over multiple times during this period.

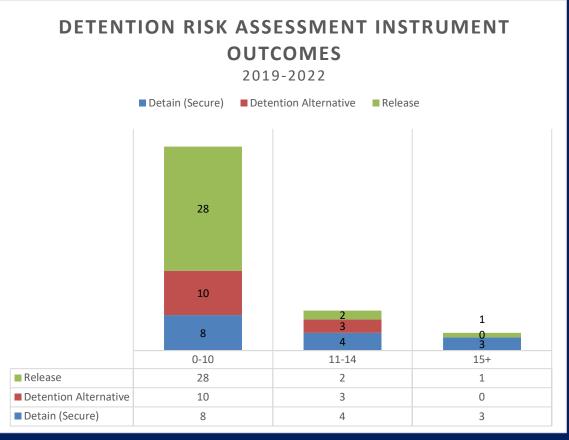
Staff turnover and experience continued to be a barrier to providing consistent programming and data collection. The Youth Assessment and Screening Instrument (YASI) is being used; however, not to the extent of it's potential. School attendance, behavior, and academic progress was starting to be tracked as aggregate data to support academic and social growth. Finally, a Protective Factor self-assessment is administered to chart growth in the areas of Social Support, Physical Health, Self-Esteem, Coping Skills, Sense of Purpose, and Healthy Thinking.

Pine County will collaborate with the Department of Corrections ERC grant to implement a Regional JDAI Coordinator/ERC Director to ensure the ERC remains a community-based resource.

■ Completed Program?

Detention RAI (Risk Assessment Instrument)

Goal	Strategy	Outcomes
To reduce unnecessary secure detention confinement for juveniles and encourage non-secure alternatives.	Use a validated risk assessment instrument Screen juveniles arrested for new offenses and provide the results to the Court, County Attorney and Public Defender	All juveniles arrested for a new offense will be screened Provide Court and attorneys with information to help make informed decisions Use of secure detention should be used in appropriate cases



RAI Score	Screened	Detained	% Detained
0-10 (Release)	46	8	17%
11-14 (Detention Alternative)	9	4	44%
15+ (Detain)	4	3	75%

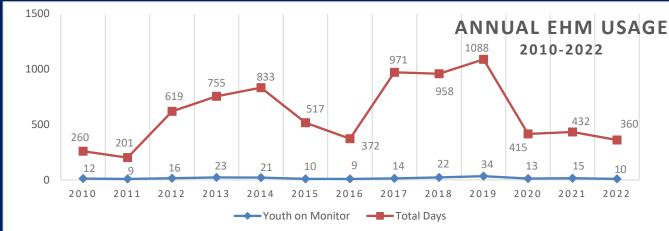
Detention decisions should be based on neutral and objective factors, uniform criteria, and be risk-based – the risk of reoffending before adjudication and the risk of failing to appear for future court hearings. When developing the instrument to use, we looked at larger jurisdictions who had developed and validated a risk assessment instrument. The Detention RAI used in Pine County is modeled after the Courtroom RAI used in Hennepin County. The greater the score, the higher the risk.

The term "Detain" refers to holding a juvenile in a secure detention facility, while "Detention Alternative" is holding a juvenile in a non-secure setting or house arrest with electronic home monitoring. The RAI score directs the response; however, there were cases where the response deviated from what the RAI score directed. There were several reasons for deviation, such as there was not a non-secure alternative available, the juvenile had a warrant in another county for a different case, and the juvenile's behavior was danger to self or others and needed further evaluation.

It has become common practice to have a juvenile remain in secure detention at East Central Regional Juvenile Center to await availability at the non-secure building on the same campus. Often, juveniles remain in secure detention because a nonsecure bed isn't available.

Juvenile Electronic Monitoring

Goal	Strategy	Outcomes
Provide greater accountability for youth placed at home on house arrest, as a lower cost alternative to detention.	 Enhance house arrest as a predisposition or consequence disposition. Provide parents with support in house arrest situations. Less restrictive sanction than out-of-home placement that is still restrictive in nature. Provide another alternative for graduated response 	The Court will utilize house arrest more often, reducing detention placements. Reduced cost to parents and increased accountability will make the disposition more attractive for parents to keeping their child at home rather than wanting child out of the home. Reduce detention in costly out-of-home placements. Youth accountability.
1500		ANNUAL EHM USAGE





Average Days per Youth on GPS monitor in 2022: 41 Total placement cost savings since implementation: \$1,730,612

2022 Program Cost: \$ 4,404

Pine County Probation contracts with Midwest Monitoring and Surveillance for the monitoring equipment. The most frequent equipment being used today for youth is the GPS unit that tracks the juvenile's location in real time. In 2020 there was one juvenile on electronic alcohol monitoring.

From 2002-2003 the Federal JAIBG (Juvenile Accountability Incentive Block Grant) paid 50% of the cost for youth on the monitor, with parents being expected to pay the other half of the cost. In 2004 funds were allocated in the corrections detention budget with Health and Human Services as a low-cost alternative to out-of-home detention. In 2007 a sliding fee scale made the parental portion more affordable to parents with limited financial means. In 2018 the parental fees were discontinued to remove financial barriers to success of the lower-cost, less restrictive detention placement alternative.

Repeat DWI Intensive Supervision Program (ISP)

Goal	Strategy	Outcomes
Provide an intensive supervision program for adult repeat DWI offenders that will increase public safety, hold program participants accountable, reduce recidivism, and rehabilitate offenders.	 Increase accountability of program participants by closely monitoring activities. Provide a structured program involving variable levels of supervision based upon progress. Impose sanctions when participant violates program conditions whenever possible rather than formal violation and return to Court. Adequately address the chemical dependency needs of program participants. Reduce mandatory jail sentences with the statutory permitted ISP program alternative. 	 Participants will face consequences for relapses while in the program including appropriate treatment programming. Sanctions will be imposed for violations. Offenders will successfully complete the program. Offenders will not commit a new DWI while in the program. Recidivism rates for repeat DWI offenders will be reduced. Use of the ISP program will reduce jail costs for the county.



• Recidivism: Historically, 89% of those who started the ISP program have not committed a new DWI

No ISP offenders currently being supervised in county were arrested for a new DWI in 2022

• Rehabilitation: In 2022 40% of ISP offenders participated in chemical dependency treatment, 44%

had already completed treatment; 22% participated in Driving with Care Level II or

Cognitive Skills and 34% had previously completed.

participated in Driving with Care or Cognitive Skills

• Accountability: In 2022 5% of ISP offenders had some type of sanction, either formal or informal;

12% had a formal probation violation; 50% were enrolled in an ignition interlock

program

• Cost Effectiveness: In 2022 the ISP program saved the county approximately \$206,006 in jail costs

In addition, since 2001 ISP correctional fees have brought in \$ 96,308

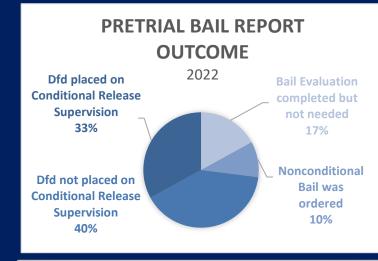
2022 Program Cost: CPO reimbursed agent position

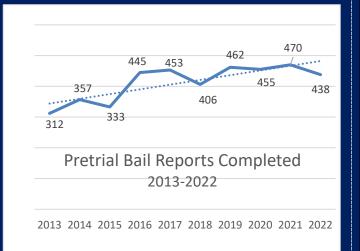
The Repeat DWI Intensive Supervision Program (ISP) was implemented in 1999 with grant dollars from the Department of Corrections. In 2001 Pine County agreed to pick up the program costs utilizing CPO reimbursement, offender program fees, and jail reduction savings to offset the cost of the program to the county. We have kept statistics from the start as part of our grant funding and now as part of these outcomes.

ISP program participants pay a \$720 local correctional fee. In addition, the reduction in jail costs for program participants has also offset salary and program costs. Jail cost savings are calculated by taking the number of unserved jail days at the per diem rate when an offender completes the ISP program.

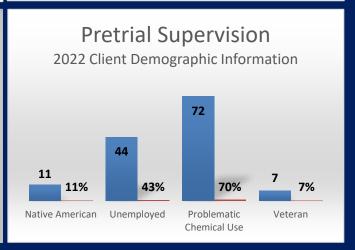
Pretrial Services

Goal	Strategy	Outcomes
Fill the gap in pretrial services to the Court including additional information for bail and release conditions determination and supervision to defendants with court-ordered conditions during pretrial status.	Track total number of bail studies completed. Track Pretrial Bail Report Outcomes. Track compliance for drug/alcohol use, law abiding behavior, and reappearance for hearings. Track demographic information.	 Provide courts with information to help make more informed decisions. Accountability while in the community released on pretrial status. Reduction of positive UA results. Consequences for defendant that are not cooperating with conditions of release.







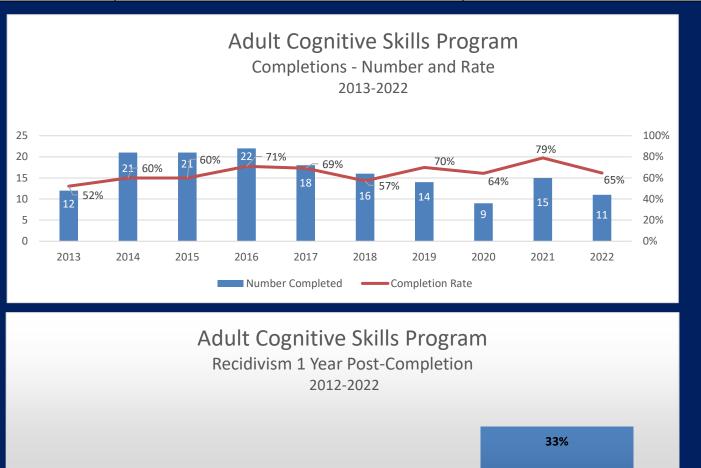


2022 Program Cost: Caseload/Workload Reduction

The Pretrial Agent position was added in November 2009 with RLE Federal Grant dollars and has been funded by C/WR dollars since 2013, with the county paying a portion of the cost. Pretrial fees help defray the cost. Due to this position having a high caseload, as well as the highest risk adult clients, the caseload is split by risk level, with another adult agent supervising the low-risk pretrial clients. In 2018 a state-wide research-based evaluation tool was implemented – Minnesota Pretrial Release Evaluation and Assessment Tool (MNPAT) – to improve pretrial outcomes for defendants and provide consistent information to judges and attorneys. There were 438 bail studies completed this year, which represents 657 hours, or 32% of a full-time agent's work time (based on 2080 annual work hours).

Adult Cognitive Skills Education Program

Goal	Strategy	Outcomes
Provide evidence-based curriculum to offenders that facilitates change and reduces recidivism.	 Deliver a structured program which analyzes thought process and decision making responses. Enhance Thinking Skills, Reasoning, and promote Rehabilitation. Increase insight to self-emotive processes and thought analysis. Measure recidivism rates of those referred to the program that didn't complete the class and those that actually complete the program. Set high standard for attendance expectations and defined consequences for absence. Minimize the cost to the county. 	Offenders who start the program will successfully complete the program. Offenders who complete the program will have lower recidivism rates than those who do not. Offenders who complete the program will have a lower reconviction rate for same or similar crimes within one year of completion of the program.



Program Completion with new same or similar offense

Program Completion with any new offense Referrals who didn't complete the program with any new offense

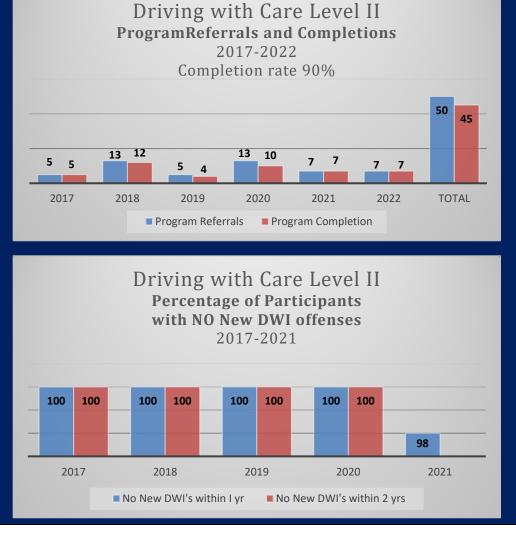
2022 Program Revenue: \$ 2550

In 2012, as a cost savings strategy, Pine County Probation launched their own adult program facilitated in-house by probation agents rather than contracting with other agencies as had been the practice since 2006. Through 2019 the program used the foundational concepts based on New Direction curriculum which was collaboration between Hazelden and the DOC. Successful completion was based upon class participation and competency with the key concepts of a thinking report.

In January 2020 Pine County Probation staff were trained in a new evidence-based curriculum, Decision Points. Decision Points is a cognitive-behavioral intervention based on principles with broad based research support in reducing problematic behavior and recidivism. During the pandemic, Probation staff began to facilitate the program remotely. In 2022 there was a decline in referrals due the local DOC staff facilitating Decision Points to their clients. We took a break until we had a number of referrals and resumed the program in April 2023 in a hybrid format, with one class per month being held in person at the Courthouse.

Driving With Care Level II

Goal	Strategy	Outcomes				
Provide evidence-based curriculum to offenders that facilitates change and reduces recidivism.	 Deliver a structured program which analyzes thought process and decision making responses. Enhance Thinking Skills, Reasoning, and promote Rehabilitation. Increase insight to self-emotive processes and thought analysis. Measure recidivism rates of those referred to the program that didn't complete the class and those that actually complete the program. Set high standard for attendance expectations and defined consequences for absence. Minimize the cost to the county. 	Offenders who start the program will successfully complete the program. Offenders who complete the program will have lower recidivism rates than those who do not. Offenders who complete the program will have a lower re-offense rate and reconviction rate for same or similar crimes within one and two years of completion of the program. The program will be cost effective.				



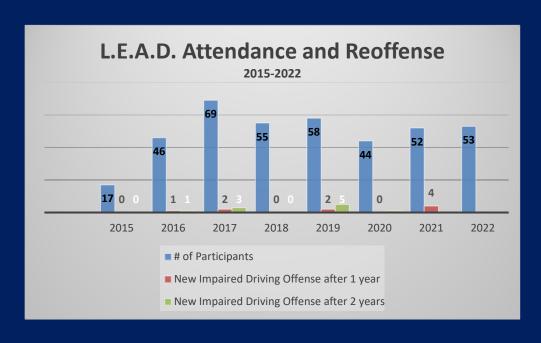
2022 Program Revenue: \$ 1200

Since 2017 Pine County Probation staff have facilitated Driving with Care Level II, an evidence-based cognitive-behavior DWI education program intended for people who have been convicted of a second or subsequent DWI offense. Driving with Care Level II is a 24-hour classroom program held over 12 two-hour sessions. People are referred to the program either through a chemical use assessment and/or are court ordered to attend. The purpose of the program is to prevent future driving while impaired and is based on the approach that we make changes in our actions by changing the way we think.

Since mid-2020 the class has been held using remote meeting technology in a virtual classroom using Zoom. Although the initial move to a vitual classroom was due to the COVID-19 pandemic, there were benefits discovered to delivering the program this way such as removing a transportation barrier and financial cost to clients for travel. Additionally, the clients served by this program likely do not have a valid drivers license.

LEAD 4-Hour DWI Education Program

Goal	Strategy	Outcomes
Provide DWI education to promote healthy and safe decision making.	Deliver a regional program to educate individuals on the dangers and consequences of impaired driving Offer the program in conjunction with MADD Impact Panels for convenience of participants. Offer reduce fee for participants bringing 16 or 17-year-olds to the class at no fee as a prevention resource	Participants who complete the program will not be charged with a subsequent impaired driving offense within one year of class completion. Participants who complete the program will not be charged with a subsequent impaired driving offense within two years of class completion.



2022 Program Revenue: \$ 5600

<u>LEAD – Local Education for Accountable Decisions</u> is a four-hour DWI education program that began in 2015. Pine County Probation has administered the program as a regional alternative to referring those who are required to complete a DWI clinic to the metro area. The program is held three times per year and is open to attendees from other counties. As a prevention resource, attendees can bring youth 16-18 to the class at no fee and the attendee's fee is reduced. Since the beginning of the program in 2015 through 2022, 395 adults and 6 youth have completed the program.

In 2020 the first LEAD class session was scheduled to take place in-person; however, due to COVID-19 it was cancelled. LEAD was then developed to be a virtual class using remote meeting technology in a virtual classroom, a model that continued into early 2021. Inperson LEAD class resumed in August 2021. For those who have a circumstance that would make in-person attendance a hardship, a remote option is available with Director approval.

APPENDIX

JUDICIAL BENCH **Tenth Judicial District Bench Judicial District Personnel Committee Pine County Seated Judges** Honorable Heather M. Wynn Honorable Krista K. Martin Honorable Patrick W. Flanagan **MINNESOTA DEPARTMENT OF County Probation Director and Agents serve CORRECTIONS** PROBATION ADVISORY at the pleasure of the Court and in all other **COMMITTEE** aspects are county employees, including Funding & discipline and discharge. Statewide Policies Advisory to Probation Task force to Human Service Board Minnesota Judicial Policy 325 Pine County Policies and Procedures Full funding for Adult Felony Program evaluation & accountability Services Strategic Planning Partial funding for Probation which includes ① CPO reimbursement Caseload/Workload Reduction **PINE COUNTY** Federal JAG Grant **BOARD OF COMMISSIONERS** DISTRICT SUPERVISOR Fiscal Agent & Responsibility Carter Diers Statutory responsibility to provide probation services Sets county probation budget Approves expenditures DOC State Office Staff State employees Fund staff costs not reimbursed Amanda Roubinek, Agent Jeff Bailey, PSI Writer Fund operational costs Host county benefits & policy **COUNTY PROBATION** Stephani Dahl, Agent **DIRECTOR** Stacy Heineman, Agent open, Agent Terry Fawcett ① Molly Quast, Sex Offender Agent **Department Administration** ISR is provided by team coverage Jennifer Wise, Office Support County budget Hiring & Discipline of Staff **COUNTY MANAGEMENT** Staff supervision Staff case assignment State employees-specialized agents serve multiple jurisdictions that Department Policy and Procedure include Pine County Staff Training Program Development and Management Administrator Grant Administrator County Budget Contract Coordination Operations Support Computer User Administrator County Personnel Policy Interpretation EBP & Outcome Measurement Support Staff union contract interpretation Staff supervision support Caseload Responsibilities Risk-Needs Assessment Quality Assurance RJ Coordinator/V.O.C. Facilitator Juvenile Diversion Truancy SUPPORT STAFF **Probation Case Aide** Kersten Jensen

Supervise Administrative Adult Probation caseload Data entry CSTS Support Agent Support
REAM and EM Coordination

Administrative Assistant

Suzanne Thompson Front desk reception Data entry Office Management Fee Collection



AGENTS	RESPONSIBILITY
Sherry Johnson ①	Supervisor/ Juvenile Agent
Taylor Gustafson $f 0$	Adult Low Risk Agent
Amber Chase 🛈	High-Intensive Supervision Adult, Repeat DWI Program
Jami Tuve 🛈	Adult Medium Risk Agent
Shawnesy Smith	Adult Pretrial Agent
Michelle Sellner 2	Adult High Risk/Pretrial Conditional Release Supervision
Devin Petersen ①	Juvenile Agent/Truancy/Adult PSI/Intake/Bail Studies
Contract Position 3	Evening Reporting Center Director
Contract Position 3	Evening Reporting Center Youth Counselor

THE SUPREME COURT OF MINNESOTA

Research and Evaluation State Court Administration

Pine County Court Filings

Location / WCL Type	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Serious Felony	5	13	5	9	12	18	14	12	5	14	21
Felony DWI	3	5	5	9	1	3	5	5	6	2	6
Other Felony	285	320	344	410	532	521	508	477	450	487	410
Gross Misdemeanor DWI	87	63	58	64	83	72	62	73	63	108	88
Other Gross Misdemeanor	99	126	104	125	155	236	215	196	128	179	135
Major Criminal Total:	479	527	516	617	783	850	804	760	652	790	660
Delinquency Felony	31	24	31	17	14	49	21	17	10	22	26
Delinquency Gross Misdemeanor	3	10	4	5	11	19	11	20	5	4	4
Delinquency Misdemeanor	103	77	61	41	63	80	74	65	46	41	44
Status Offense	31	20	19	20	17	17	22	12	11	4	5
Dependency/Neglect	59	53	31	40	38	62	50	21	11	20	20
Term. of Parental Rights	0	0	0	0	0	0	0	0	0	0	0
Permanency	0	0	0	0	0	0	0	0	0	0	0
Permanency - TPR	11	11	5	13	10	13	13	13	14	11	12
Permanency - Non TPR	5	11	7	6	7	15	17	15	9	1	1
*CHIPS - Delinquency Under 10	0	0	0	0	0	0	0	0	0	0	0
Truancy	16		12	15	6	11	8	22	7	10	16
Runaway	0	0	0	0	0	0	0	0	0	0	0
Major Juvenile Total:	259	218	170	157	166	266	216	185	113	113	128
5th Degree Assault	102	102	129	92	117	91	67	94	78	109	107
Other Non-Traffic	560	671	635	671	881	736	752	753	650	601	483
Misdemeanor DWI	128	128	105	94	78	77	67	90	53	90	106
Other Traffic	2,004	2,166	2,202	2,591	2,839	2624	2568	2746	2660	2883	2574
Juvenile Traffic	15	19	21	28	37	35	21	14	16	24	30
Parking	0	2	15	1	2	1	6	1	0	0	0
Minor Criminal Total:	2,809	3,088	3,107	3,447	3,954	3564	3480	3698	3,457	3707	3300
Grand Total:	3,547	3,833	3,793	4,221	4,903	4680	4500	4643	4222	4610	4088

Probation Survey Report for Pine County Probation

Reporting Period: Jan thru Dec 2022

	Prior Year End	Entries	Removals		Period Ending Total
Felony	0	0	0		0
Gross Misdemeanor	332	236	208		360
Misdemeanor	236	256	202		290
Juvenile	33	39	41		31
Totals	601	531	451		681
	Male	Female		Hispanic	Non-Hispanic/Unknown
elony	0	0		0	0
Gross Misdemeanor	253	107		8	352
Misdemeanor	198	92		7	283
Juvenile	21	10		3	28
Γotals	472	209		18	663
	White	Black	American Indian	Asian	Other
elony	0	0	0	0	0
Gross Misdemeanor	293	14	43	5	19
Misdemeanor	222	19	24	4	29
Juvenile	20	3	9	0	12
Totals	535	36	76	9	60
	Felony	Gross Misd.	Misdemeanor	Juvenile	Total
Arson	0	0	0	0	0
Assault	0	6	10	5	21
Assault-Domestic	0	17	36	4	57
Against Family	0	4	0	0	4
Against Justice	0	11	7	1	19
Against Government	0	1	0	0	1
Burglary	0	1	0	2	3
Counterfeiting / Fraud	0	11	1	0	12
Crim Sexual Conduct	0	1	0	0	1
Crim Veh Operation -Bodily Harm	0	7	0	0	7
Crim Veh Operation - Death	0	0	0	0	0
Disturbing Peace	0	5	65	7	77
Drugs	0	68	3	2	73
DWI	0	173	83	0	256
Escape Flight	0	0	0	1	1
Gambling	0	0	0	0	0
Harassment / Stalking	0	1	6	0	7
Homicide	0	0	0	0	0
Kidnapping	0	0	0	0	0
Misc / Juv / Fed	0	0	1	1	2
Obscenity	0	1	0	0	1
Other Person	0	0	0	0	0
Property Damage	0	6	14	2	22
Robbery	0	0	0	1	1
Sex Related	0	0	0	0	0
Stolen Property	0	4	0	0	4
Theft	0	6	27	4	37
Traffic	0	31	34	1	66
Vehicle Theft	0	0	0	0	0
Weapons	0	6	3	0	9
	0				
[Unknown/NA]	U	0	0	0	0

PROJECT RISE ACTIVITIES





Changing Gaits

2022



Telling Our Story



Evening Reporting Center







Ice Fishing







Pine County Probation Comprehensive Plan 2023

2023

PINE COUNTY PROBATION

COMPREHENSIVE PLAN
TERRY FAWCETT, DIRECTOR





Pine County Probation's mission, under the direction of the Tenth Judicial District and Pine County, is to develop, provide, and promote effective probation services that contribute to a safer community.

2022-2023

COMMITTEES/INITIATIVES/HIGHLIGHTS

- *Probation Director & County Attorney presented at the APPA Conference in Omaha.
- *Director selected as a panelist at Juvenile Justice conference at UC-San Diego.
- *Senior Agent selected as a trainer in use of Carey Guides.
- *Department participated in JDAI Systems Assessment.
- *Senior Agent awarded MACPO Outstanding Performance Award.
- *Senior Agent awarded the MACPO Superior Service Award.
- *Two Senior Agents selected as Decision Points Advanced Practicum Statewide Trainers.

NEW OFFENDER ENTRIES ON PROBATION

× 2017: 512

× 2018: 541

× 2019: 526

× 2020: 348

× 2021: 450

× 2022: 531

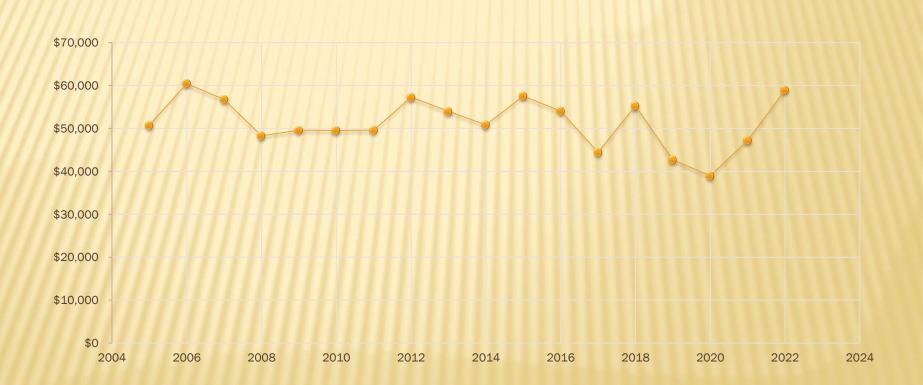
*Based on Probation Survey, which is a snapshot report on probation cases and does not count adult or juvenile pretrial, diversion, truancy, restorative justice cases or juvenile petty and traffic offenders.

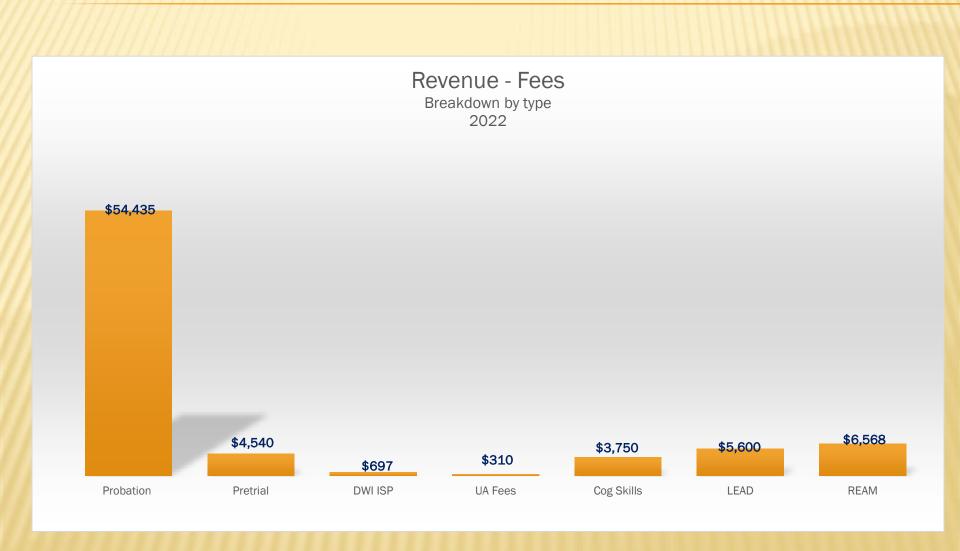
New Offender Entries on Probation



Pine County 12/31 Snapshot	2022	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2011</u>	<u>2006</u>	<u>2001</u>	<u>1996</u>
Total Offenders	1070	1058	1047	1197	1086	1633	1249	949
DWI	276	232	220	247	453	574	302	293
Drugs	223	225	251	268	131	136	59	37
Theft/Burglary	91	111	121	144	92	121	190	135
Assault	131	137	136	149	89	95	127	112
Traffic	67	47	51	65	61	365	469	159
Sex Offenses	22	1	0	23	32	18	30	28

Annual Local Correctional Fees Collected Pine County Probation 2003-2022



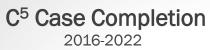


CURRENT PCP OHP NUMBERS

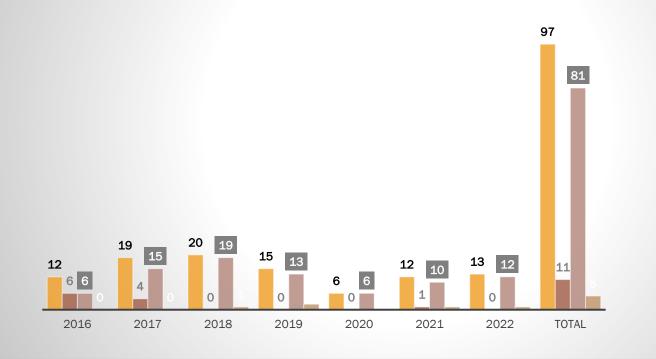
- × 2017: \$524,214
- × 2018: \$344,351
- × 2020: \$185,357
- × 2021: **\$201,625**
- × 2022: \$378,278
- * Average length of placement was 36 days. 35 juveniles were placed in 48 placements. 4 "budget busters" accounted for 982 days of 1257. 31 others accounted for 275 days (or an average of nine days).

Annual Juvenile Placements





Number of youth

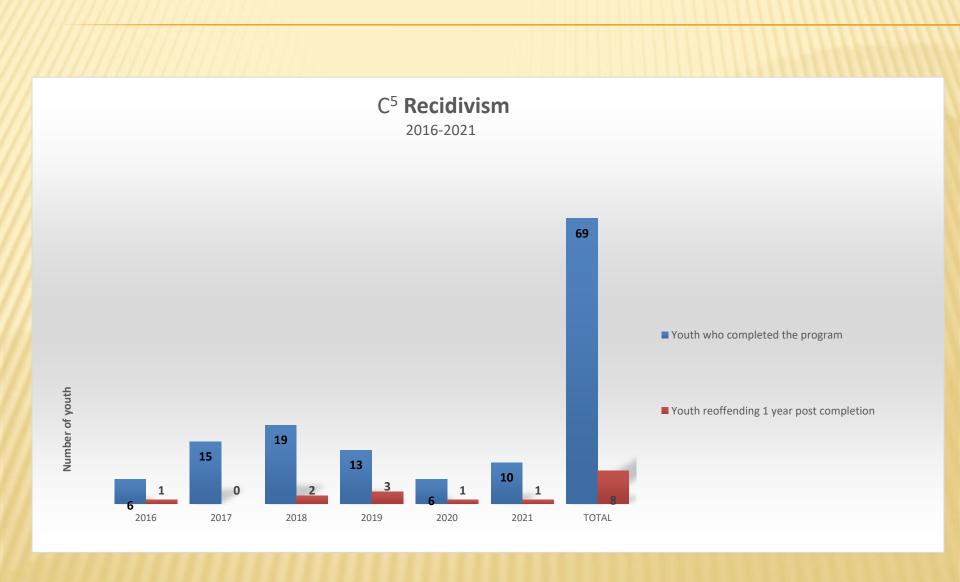


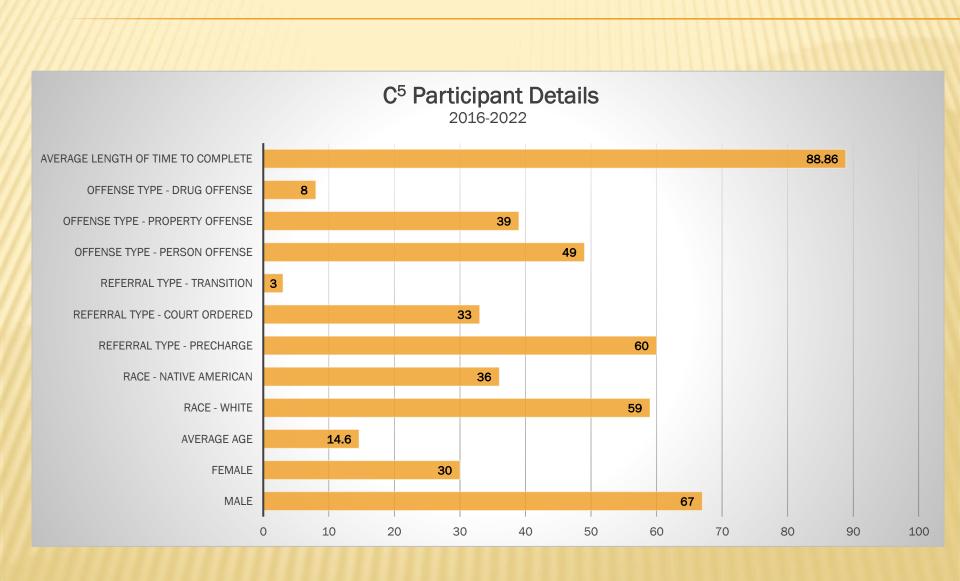
Referrals

Referred but did not start

■ Successful Completions

Unsuccessful



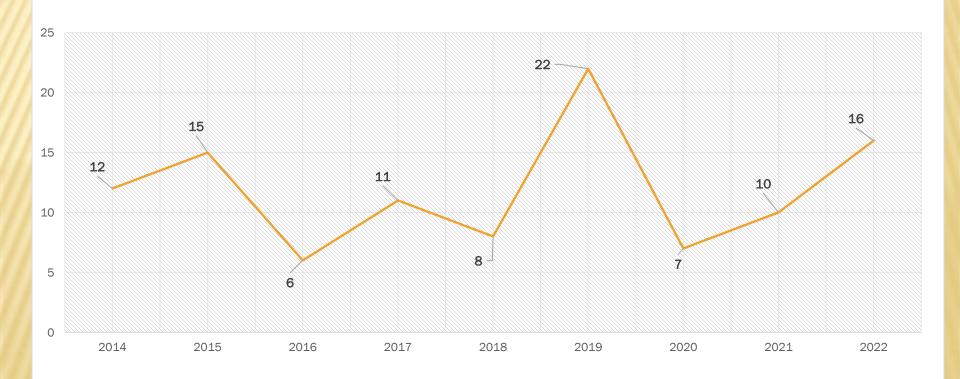


C-5 CONTINUED:

- × 79 days on average to complete the program.
- 12% recidivism rate after one-year postcompletion.
- × 67% male
- × 36% minority
- × 49% person offenses
- × 60% pre-charge diversion.
- C-5 restitution: \$8,426 owed, \$3,074 paid. 8 juveniles have paid in full. \$1,845 CSW.

TRUANCY #'S...COULD DOUBLE BY 12/31/23





WHY PINE COUNTY TRUANCY/COURT IS DIFFERENT!

- C-5 client completed several equine-assisted learning sessions to understand conflict better with step-dad.
- Upon Completion, Probation offers incentive for part to fix a washing machine, which juvenile and step-dad were required to fix together.
- Openness by Juvenile Court Judge to be a part of the solution rather than process a case.

DETENTION RAI

DETENTION RISK ASSESSMENT INSTRUMENT OUTCOMES

2019-2022



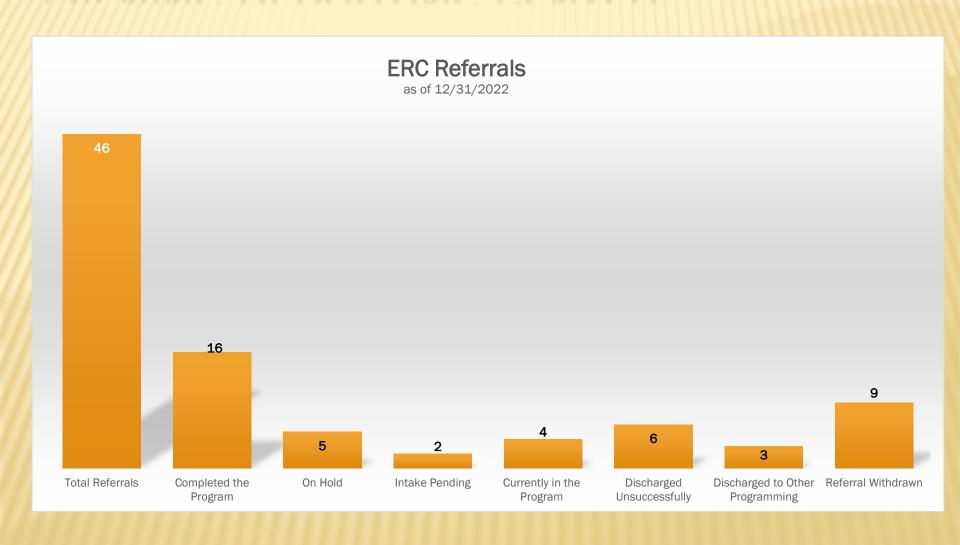
ECRJC REQUIRED 8/1 TO DO THESE

	1.1		
RAI Score	Screened	Detained	% Detained
0-10 (Release)	46	8	17%
11-14 (Detention Alternative)	9	4	44%
15+ (Detain)	4	3	75%

GRADUATED SANCTIONS

Juvenile's Risk Level	
High	49.15%
Low	0.00%
Moderate	47.46%
Not Assessed	3.39%
Violation Level	
Minor (lapse in judgment)	5.08%
Moderate (lack of motivation, M/GM reoffense)	38.98%
Serious (ongoing, willful disregard, F reoffense)	55.93%
Recommended Response	
Recommendation for higher level of response	1.69%
Recommendation for lower level of response	1.69%
Recommendation in accordance with Response Grid	96.61%
Outcome	
Court disposition in accordance w/recommendations	98.31%
Court disposition was less restrictive than recs	1.69%
Court disposition was more restrictive than recs	0.00%

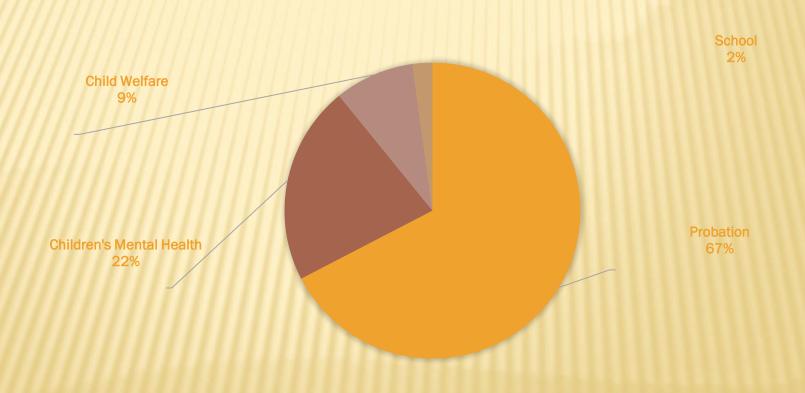
EVENING REPORTING CENTER





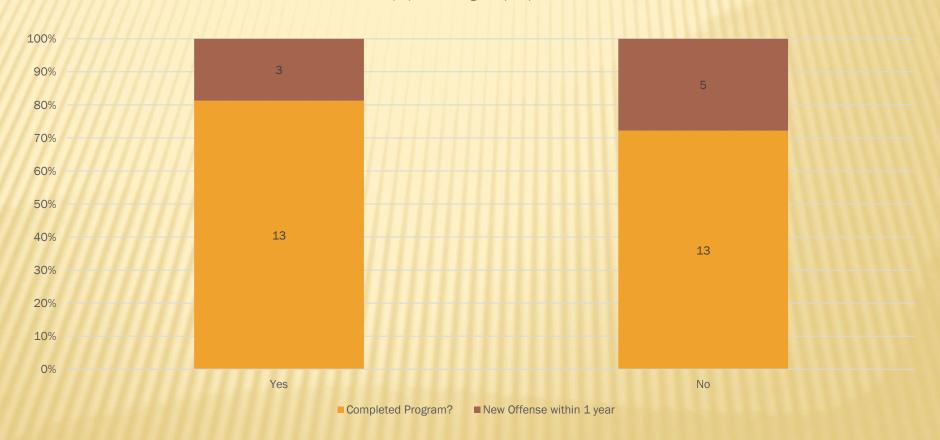
ERC REFERRAL SOURCE

THROUGH 12/31/2022



ERC Completion and Recidivism

10/1/19 through 12/31/2022



ERC VARIABLES

- Probation was awarded a renewal grant to continue the Evening Reporting Center an additional two years through September 2023. That renewal was based largely upon the understanding that COVID negatively impacted programming and data collection. The program was forced to adopt a hybrid and largely online model during the program and resumed in-person during the Fall of 2021. ERC staff turned over multiple times during this period.
- * Staff turnover and experience continued to be a barrier to providing consistent programming and data collection. The Youth Assessment and Screening Instrument (YASI) is being used; however, not to the extent of it's potential. School attendance, behavior, and academic progress was starting to be tracked as aggregate data to support academic and social growth. Finally, a Protective Factor self-assessment is administered to chart growth in the areas of Social Support, Physical Health, Self-Esteem, Coping Skills, Sense of Purpose, and Healthy Thinking.
- Pine County will collaborate with the Department of Corrections ERC grant to implement a Regional JDAI Coordinator/ERC Director to ensure the ERC remains a community-based resource.

ELECTRONIC MONITORING

- Use of E.M. as a detention alternative resulted in \$\$94,776 saved in OHP costs. It only cost \$4,404 to be placed on EM for the year.
- × 10 juveniles spent 360 days on E.M. in 2022.
- Since 2009, over 1.7 million dollars in placement costs has been saved using E.M.

ANNUAL EHM USE



ANNUAL COST/SAVINGS

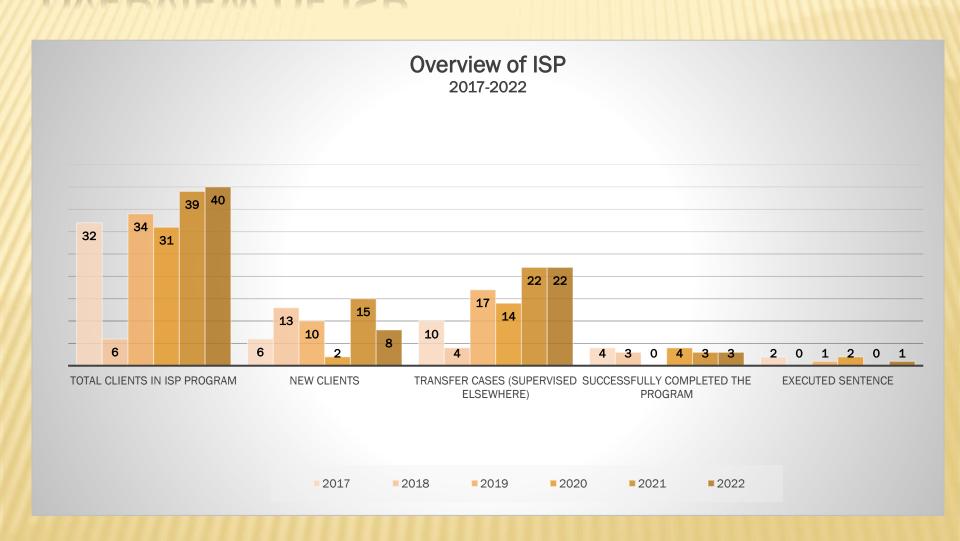


ISP CONTINUED

- Historically, 89% of those who have started program have not committed a new DWI. No current ISP clients have been arrested for a new DWI.
- ISP saved the county \$206,006 in jail costs in 2022.* Since 2001, ISP correctional fees have generated \$96,308 in revenue.
- In 2022, 5% had some type of sanction, either formal or informal, 12% had a formal probation violation; 50% were enrolled in an ignition interlock program.

^{*}Jail cost savings are calculated by taking the number of unserved jail days at the per diem rate when an offender completes the ISP program.

OVERVIEW OF ISP

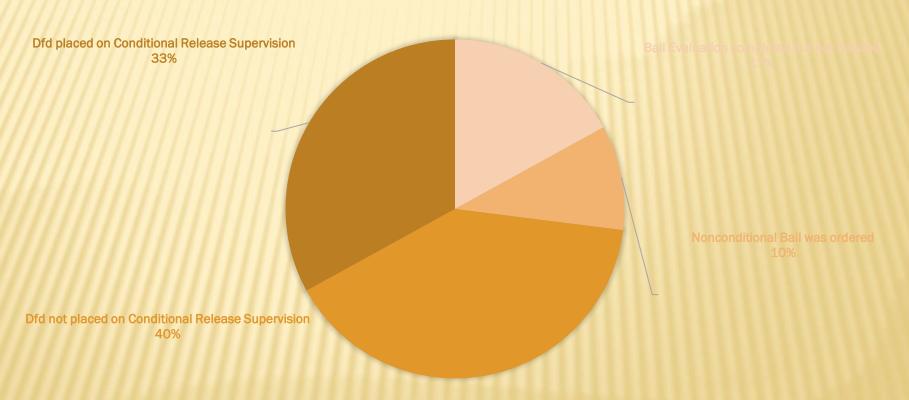


PRE-TRIAL CASELOAD

- * 438 Bail Evaluations completed in 2022. This is equivalent to 657 hours or 32% of an agent's time. This number does not include one field visit.
- * (This caseload includes high risk and pending felony-level offenders.)

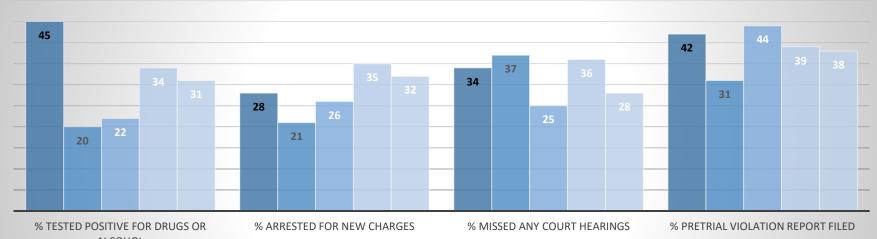


PRETRIAL BAIL REPORT OUTCOME 2022

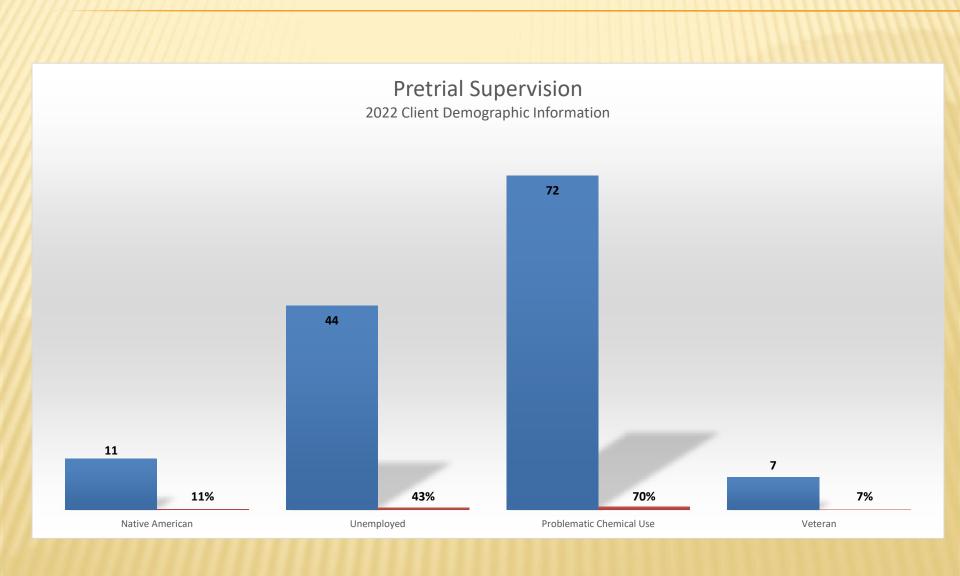


Pretrial Supervision Outcomes

2019-2022



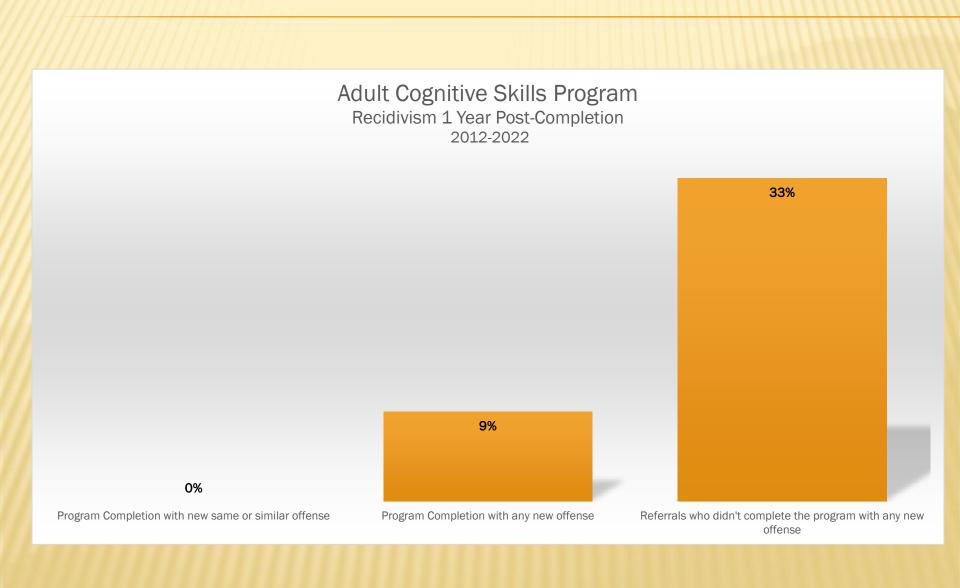
ALCOHOL



Adult Cognitive Skills Program

Completions - Number and Rate 2013-2022



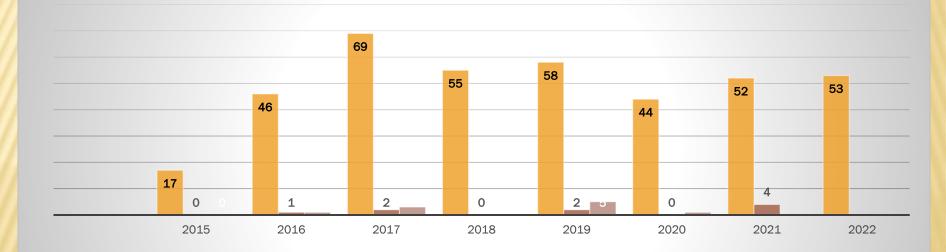


LOCAL EDUCATION FOR ACCOUNTABLE DECISIONS

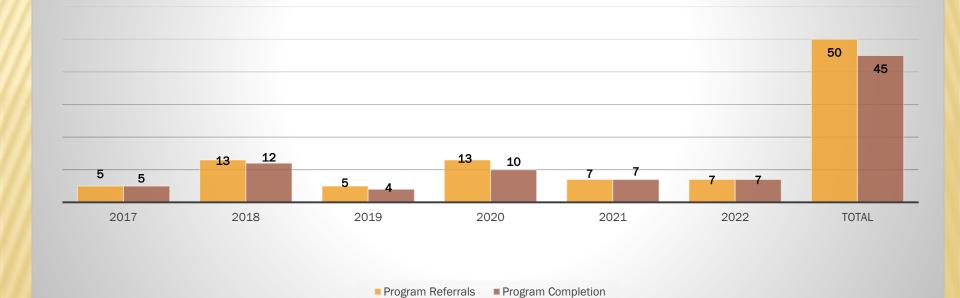
- × L.E.A.D. was implemented late 2015.
- ★ To date, 395 adults and six youth have completed the program.



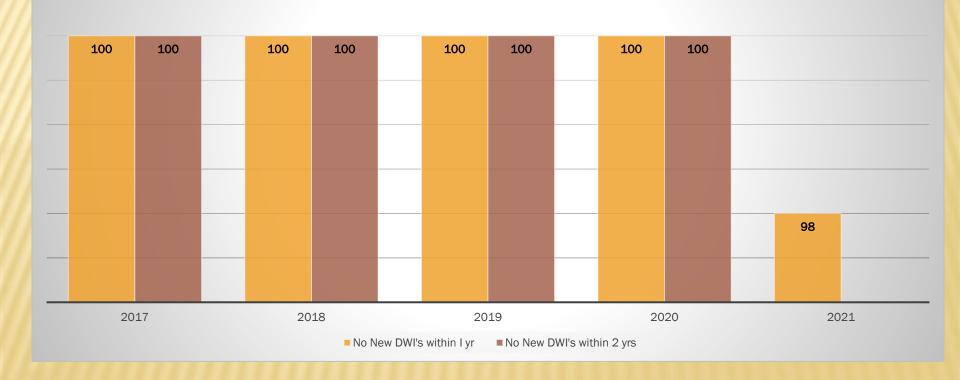
2015-2022



Driving with Care Level II ProgramReferrals and Completions 2017-2022 Completion rate 90%



Driving with Care Level II Percentage of Participants with NO New DWI offenses 2017-2021



Probation in Pine County

EVIDENCE-BASED PRACTICES

Continuing the Practice of BEST PRACTICES

EBP PROGRESS

- 2009- Intake assessment on all adult offenders with restrictive conditions and adjudicated juvenile offenders. Caseloads based on risk level using the LS/CMI for adults and YLS/CMI for juveniles risk assessment tools in use since 2001
- × 2009- Risk-based supervision standards set into department policy
- × 2011- Risk-based caseload caps are set for Very High, High, and Medium risk offenders.
- × 2014- Increased efficiency for the risk assessment of new cases that had been backlogged.
- **2015-** A.U.D.I.T risk assessment tool implemented for use on DWI offenders.
- 2015- Improved efficiency with Intake process by implementation of Agent of the Day concept.(also eliminating need for .4 position)
- **2016-** Implementation of Victim-Offender Conferencing (C-5 Program)
- 2017- Implementation of Driving With Care Level II Education Cog
- × 2018- Implementation of TruThought Juvenile Cog.
- **2019-** Implementation of the RAI detention assessment.
- 2019- Secured ERC grant for two years and opened their doors in October 2019.
- 2020- Implementation of Decision Points Cog for adults and juveniles.
- **2021**-Implemented the YASI with the juvenile Evening Reporting Center students.
- 2022-Two staff trained as statewide trainers in Carey Guides and Decision Points

KEEP IMPROVING EVIDENCE-BASED PRACTICES

- Improve upon Community-Led Diversion and embed programming in the Community. It's not about the Person but the Community.
- Can Diversion happen before arrest?
- Do we "ground" kids or do we include them to be a part of the solution? (Project Rise/PAC)

OPPORTUNITIES

- Director to serve on newly created Youth Interventions Workgroup.
- Meet with HHS Director to discuss possible collaboration for CYDM with newly appropriated State funding.
- Meet with MLBO leadership relative to their interest in Tribal Supervision to ensure that probation practices are inclusive of racial equity.
- Continue to seek RJ opportunities with kids, look at potential new funding, and be a voice for the rest of the state on its positive impact.

OPPORTUNITIES

- Consider new funding streams or ways to allow Pine County Probation to operate without Local Correctional Fees, effective in 2027.
- Conduct a thorough Caseload/Workload analysis to measure the need for an additional agent. This analysis will include the county truancy concern.
- Future Comp Plans will be uniform as developed by the Department of Corrections.

CHALLENGES/OPPORTUNITIES?

- Caseload/Workload Demands (132 JT)
- The \$642,196 appropriated to Pine County, an increase of \$408,134, based on the new formula is long overdue and appreciated.
- This includes \$150,000 in base funding.
- Thanks to all the support by Commissioners, local Legislators, and the County Administrator for your efforts.

ACTIVITIES/ACHIEVEMENTS













COUNTY BOARD AGENDA REQUEST

July 5, 2023

□ Consent Agenda ⊠ Regular Agenda

Item Title: Set 2024 Initial Budget Meetings

Department: Administration

□ Administration

Date of Meeting:

Department Head / Sponsor signature

Background information on Item:

The county board must certify the preliminary levy by September 30. The board has typically started the budget meetings in August to allow for department presentations and to establish a preliminary budget and levy. A possible schedule of initial budget meetings is below:

Budget Meeting #1 –August 15 (part of regular board meeting / initial overview of 2024 budget) Budget Meeting #2 – August 22 9:00 AM (special meeting / department presentations) Budget Meeting #3 – August 29 9:00 AM (special meeting / department presentations)

Additional meetings can be scheduled as desired based on progress and meeting outcomes.

Action Requested:

Establish initial budget meeting schedule.

Pine County Housing & Redevelopment / Economic Development Authority Meeting Minutes – June 28, 2023 1:00 PM North Pine Government Center - 1602 Hwy 23 No., Sandstone, Minnesota

Members present: Mary Kay Sloan, Traver Gahler, Henry Fischer, Rick Lewis, Leaha Jackson

Members absent: None

Pine County Commissioners present: JJ Waldhalm and Matt Ludwig

Others present: HRA/EDA Executive Director/County Administrator David Minke, Economic Development Coordinator Lezlie Sauter, President of SMR Management, Inc. Joleen Pfau and Regional Portfolio Manager Stephanie Schueler. Attending via video, County Auditor/Treasurer Kelly Schroeder, Pine City Area Chamber of Commerce Executive Director, Becky Schueller.

- 1. Chair Sloan called the meeting to order at 1:01 PM.
- 2. The pledge of allegiance was said.
- 3. For the public comment item, Jim Larson, resident of the Sandstone Manor (5 years) urge the board to not renew a contract with SMR Management.
- 4. Motion by Lewis to approve the agenda, seconded by Gahler. Motion carried 5-0.
- 5. Motion by Fischer, seconded by Lewis to approve minutes of the May 31, 2023 board meeting. Motion carried 5-0.
- 6. There was no correspondence.
- 7. The HRA/EDA Commissioners' expense claims forms were reviewed. *Motion by Jackson, seconded by Sloan to approve expenses as presented. Motion carried 5-0.*
- 8. Operational Reports (SMR Management)
 - 8.1 The management and financial reports for May were presented by Pfau, noting the balance of the operational and reserve accounts, with a YTD income of approximately \$43,000, which does not include the monthly transfer from operations to reserve. Motion by Gahler to accept the reports as presented, seconded by Fischer. Motion carried 5-0.
 - 8.2 Pfau gave a report on the tenant complaint received in May, acknowledging that some of the concerns were valid and caried over from previous management. Pfau noted that the current entry system is antiquated, and no longer manufactured so they are working on finding the right technology and system that will work best for the residents, as the current technology requires a cell phone service. Pfau also noted that the gutter project was completed to address water issues, and that landscaping is within the long-term capital plan. Pfau also noted that last winter was tough on properties and nearly all properties had issues with ice dams. Pfau also informed the board that HUD has changed their smoke detector policies, and that now it is the property owner's responsibility to replace batteries, so SMR management will be replacing batteries in smoke detectors. Pfau acknowledged that when SMR management took over, they took things down off of the walls based on SMR property management policies, and they since have realized that was not appropriate, have created a space for residents to hang

their items and are working on training site management on HUD policies. Pfau indicated that they are going to work on communication with the residents so that they can feel comfortable telling the management about maintenance issues.

8.3 Pfau presented the property/casualty insurance renewal, noting the difficulty the insurance broker had in obtaining a quote, and the increase in cost which has been seen across the market. *Motion by Gahler, seconded by Jackson to renew the insurance policy. Motion carried 5-0.*

8.4 – Pfau had two bids for carpet replacement, and although the total is below the \$5,000 limit delegated to SMR, Pfau wanted the board to review the bids to avoid the appearance of a conflict of interest as one of the bidders is the spouse of an SMR employee. Motion by *Gahler to go with low bid from Carpet Unlimited, seconded by Lewis. Motion carried 5-0.*

9. Placer.ai Proposal

Sauter gave an overview of what placer.ai can do to attract development (vacant land, small business start-ups, hotels, grocery stores) to Pine County. The estimated \$23,000 cost would be split 50/50 between the Pine County HRA/EDA and Pine City. *Motion by Fischer, seconded by Sloan to approve a one-year contract with 50% participation, with direction to staff to negotiate the price down. Motion carried 4-1, Lewis opposed.*

10. Development Project Updates

Sauter reviewed the following development project updates with the Board:

10.1 Minnesota Cities Participation Program Usage Report which shows continued use of the funds allocated.

10.2 Shrpa collaborations are finished and can be viewed at www.shrpa.com/destination/oldhighway61

10.3 Brand Audit. Feedback provided included noting that lake properties are being purchased by non-residents and that the first goal only reflects the county government and its employees.

10.4 Tax forfeit/Redevelopment Projects. Two projects were reviewed, the creamery in Finlayson and a housing project in Kerrick. The city of Finlayson was contacted and it was not interested in acquiring the property to facilitate the redevelopment.

10.5 Business Retention Training on July 11 with the University of MN Extension. Sloan would like to attend.

10.6 Familiarization Tour with Deed on August 8, show casing specific properties ready for development.

11. Committee Reports

- 11.1 Facility Management: Jackson reported that they are working on replacing the boiler.
- 11.2 Board Policies: Nothing to report, staff will be working on the North Court acquisition.
- 11.3 Housing and Development Projects: Committee to meet in the next month to review redevelopment projects.

12. Member Reports/Updates

No updates to report.

13. Adjourn With no further business, the meeting was adjourned at 2:57 PM

at the North Pine Government Center, Sandstone, Minnesota.					
ATTEST:					
David J. Minke	Mary Kay Sloan				
Executive Director	Board Chair				

Next regularly scheduled HRA-EDA board meeting will be on July 26, with a special meeting at 11:30 am for the Commissioner Fundamentals training, and the regular meeting at 1PM, both