



AGENDA

PINE COUNTY BOARD REGULAR MEETING

- District 1 Commissioner Hallan
- District 2 Commissioner Mohr
- District 3 Commissioner Chaffee
- District 4 Commissioner Mikrot
- District 5 Commissioner Ludwig

Tuesday, December 17, 2019, 10:00 a.m.
North Pine Government Center
1602 Hwy. 23 No., Sandstone, Minnesota

- 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 of November 26, 2019 Special Meeting-Committee of the Whole (County Assessing Update)
- F) Approve Minutes of December 3, 2019 County Board Meeting and Summary for publication
- G) Approve Minutes of December 5, 2019 Special Meeting - Truth in Taxation
- H) Minutes of Boards, Reports and Correspondence
 - Pine County Housing and Redevelopment Authority regular meeting – October 23, 2019
 - Notice of Availability, Public Comment Opportunity, and Written Comment Period for the Revised Final Environmental Impact Statement on the Line 3 Replacement Project – December 9, 2019
 - Wellhead Protection Plan for City of Brook Park – Nov. 23, 2019
- I) Approve Consent Items

CONSENT AGENDA

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

1. Review November, 2019 Cash Balance (attached)

Fund	November 30, 2018	November 30, 2019	Increase(Decrease)
General Fund	6,043,554	6,366,268	322,715
Health and Human Services Fund	2,351,634	1,890,981	(460,653)
Road and Bridge Fund	-25,902	3,593,725	3,619,627

Land Management Fund	1,875,569	2,127,760	252,190
TOTAL (inc non-major funds)	13,771,681	16,445,846	2,674,165

2. **November 2019 Disbursements and Claims over \$2,000**

Consider approval of Disbursements Journal Report, November 1, 2019 – November 30, 2019 and Claims over \$2,000.

3. **Approval of Licenses**

A. **Temporary Liquor License**

i. Consider approval of a 1 to 4 day license for the Minnesota Climbers Association to be held at the Audubon Center, 54165 Audubon Road, Sandstone for January 3-5, 2020.

B. **Tobacco License**

i. Consider approval of a license for 2020 for Denham Run Bar & Grill in Sturgeon Lake. A license was already issued at the November 19, 2019 county board meeting, however the property will be selling; this application is for the new owners.

4. **Donation**

A. Accept a \$50 donation from VFW Post 4258 and designate to Veterans Outreach events.

B. Accept a \$700 donation and designate to the Pine County Sheriff's Office Shop-with-a-Cop program.

C. Accept a \$764 donation from the Night Stars 4-H Club of Pine City and designate to the Pine County Sheriff's Office K-9 program.

D. Accept a \$300 donation from the Askov Rutabaga Festival and Fair Board and designate to the Pine County Sheriff's Reserve Fund.

5. **Designate Polling Places**

Consider approval of Resolution 2019-57 declaring East Central Public School, Finlayson Elementary School, Hinckley-Finlayson High School, and Pine City High School as designated polling places for independent school district elections held in 2020. Authorize Board Chair and County Administrator to sign.

6. **Health & Human Services Contract with Jennifer White for Clinical Supervision Services**

Consider approval of a one-year contract (January 1, 2020 – December 31, 2020) between Pine County Health & Human Services and Jennifer White for clinical supervision services to adult mental health case managers. The cost is \$120 per hour, which is no change from the 2019 rate. Authorize Board Chair and County Administrator to sign.

7. **Agreement with Solid Oak Financial Services**

Consider approval of an agreement between Pine County Health and Human Services and Solid Oak Financial Services, LLC., for providing guardianship services. The term of the contract is January 1, 2020 – December 31, 2020, with a fee of \$130 per month per client. This is an increase of \$30/month/client from 2019. Authorize Board Chair and County Administrator to sign.

8. **Contract between Health & Human Services and Therapeutic Services Agency, Inc. (TSA)**

Consider approval of an agreement between Pine County Health and Human Services and Therapeutic Services Agency, Inc. to provide clinical supervision to children mental health case managers (\$120 per hour/no change from 2019) and reflective practice supervision to child protection staff and public health employees working in the family home visiting programs (\$100 per hour for group reflective

practice supervision and \$85 per hour for individual reflective practice supervision. This is a decrease in the 2019 rate of \$120 per hour). This contract is effective for the period of January 1, 2020 – December 31, 2020. Authorize Board Chair and County Administrator to sign.

9. **City of Hinckley Prosecution Agreement**

Consider approval of the Agreement for Prosecution Services between the City of Hinckley and the Pine County Attorney's Office. This agreement provides for \$20,000 annually to the county attorney's budget. The term of the agreement is January 1, 2020 – December 31, 2020. Authorize Board Chair and County Administrator to sign.

10. **City of Rock Creek Prosecution Agreement**

Consider approval of the Agreement for Prosecution Services between the City of Rock Creek and the Pine County Attorney's Office. This agreement provides for \$3,500 annually to the county attorney's budget. The term of the Agreement is January 1 – December 31, 2020. Authorize Board Chair and County Administrator to sign.

11. **Food Service Agreement – Summit Foods Service LLC**

Consider approval of a Food Service Agreement (Amendment #12) between the Pine County Jail and Summit Food Service reflecting a 3.3% price increase for food service in the jail, effective January 15, 2020. Authorize Board Chair and County Administrator to sign.

12. **2019 Assessment Clerical Corrections List**

Acknowledge list of 2019 assessment clerical corrections.

13. **Personnel**

Consider authorizing regular employment status for Public Health Educator Krista Jensen, effective December 26, 2019.

14. **New Hires**

- A. Consider approving the hiring of part-time Corrections Officers Tristan Schroeder and Michelle Pickar, effective December 18, 2019, \$19.33 per hour, Grade 7, Step 1.
- B. Consider approving the hiring of part-time Dispatcher Amanda Morris, effective December 18, 2019, \$19.33 per hour, Grade 6, Step 1.
- C. Consider approving the hiring of Highway Maintenance Worker Wesley Miller, effective December 18, 2019, \$18.99 per hour, Grade 6, Step 1.
- D. Consider approving the hiring of Temporary Elections Assistant Sharon King, effective January 13, 2020, \$14.00 per hour (non-union).

REGULAR AGENDA

1. **Health & Human Services Advisory Committee Report**

Commissioner Hallan provided an update of the December 2, 2019 HHS Advisory Committee at the December 3, 2019 county board meeting. Minutes are provided for commissioners' review. No board action is necessary.

2. **Facilities Committee Report**

The Facilities Committee met December 4, 2019. Minutes attached. No board action is necessary.

3. **Personnel Committee Report**

The Pine County Personnel Committee met December 12, 2019, and made the following recommendations (Minutes attached):

A. Health and Human Services

- i. Acknowledge the resignation of Social Worker Carrie Reeves, effective December 13, 2019, and request backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 10 with a minimum starting wage of \$24.70/hour (2020 rate), and is contained in the 2019 and 2020 HHS budgets.
- ii. Acknowledge the retirement of Social Worker (MNChoices Assessor) Joe Kolb, effective March 9, 2020, and request backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 10 with a minimum starting wage of \$24.70/hour (2020 rate), and is contained in the 2020 HHS budget.

B. Sheriff's Office – Jail

- i. Acknowledge the resignation of Corrections Officer Brandon Koehnle, effective November 24, 2019, and request backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 7 with a minimum starting wage of \$20.74 and is contained in the 2019 and 2020 Sheriff's Office Corrections budget.
- ii. Acknowledge the resignation of part-time Corrections Officer Evan Peterson, effective December 2, 2019 and request backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 7 with a minimum starting wage of \$20.74 (2020 wage) and is contained in the 2019 and 2020 Sheriff's Office Corrections budget.
- iii. Acknowledge the resignation of Corrections Officer Scott Lindahl, effective December 27, 2019 and request backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 7 with a minimum starting wage of \$20.74 (2020 wage) and is contained in the 2019 and 2020 Sheriff's Office Corrections budgets.

C. Administration

NOTE: Resolution 2019-61 encompasses the following five recommendations and can be considered in one motion:

- i. Recommend the 2020 Board Chair annual salary be set at \$23,044 (unchanged from 2019), Commissioner annual salary at \$21,844 (unchanged from 2019) and the per diem for attending certain meetings at \$100 (unchanged from 2019).
- ii. Board and Committee member per diems for 2020 were not discussed during the Personnel Committee. This item is a separate agenda item, Regular Agenda #4).
- iii. Recommend the Commissioner and Employee mileage reimbursement rate for 2020 is to follow the federal IRS rate for business mileage.
- iv. Recommend a 6% pay increase for the County Attorney making the annual salary for 2020 \$123,702 and to consider an 8% increase for the County Sheriff making the annual salary for 2020 \$113,950.
- v. Approve the proposed 2020 Non-Union Salary Schedule which contains a 3% COLA increase and approve a 3% COLA for non-union, non-elected employees in good standing effective January 1, 2020.
- vi. Approve the proposed 2020 county contributions towards health insurance premiums for non-union employees and elected officials.

Other items are for informational purposes only.

4. Establish 2020 Board and Committee Per Diems

Consider approval of Resolution 2019-62 establishing per diems for various board and committees for 2020. Authorize Board Chair and County Administrator to sign.

5. 2020 Pine County Property Tax Levy and Budget

Consider approval of:

- A. Resolution 2019-58 Establishing the 2020 Pine County Property Tax Levy at \$19,354,383 and authorize Board Chair and County Administrator to Sign.
- B. Resolution 2019-59 Adopting the 2020 Pine County Budget and authorize Board Chair and County Administrator to sign.

6. True County Assessing

Consider true county assessing and direction from the board.

7. Jail Canteen Assignment

Consider assigning accounts 01-0251-000-0000-5869 (Jail Canteen Revenue), 01-0251-000-0000-6461 (Jail Canteen Expense), 01-0251-000-0000-5864 (Jail Inmate Communications Revenue), 01-0251-000-0000-6816 (Jail Inmate Communications Expense). This will reduce the unassigned cash balance, but will create a fund balance to supplement purchases for the benefit of the inmates.

8. Department of Human Services Overpayments

Discussion and consider authorizing a letter to the Department of Human Services contesting the repayment.

9. Refugee Resettlement

Discussion of Executive Order on Enhancing State and Local Involvement in Refugee Resettlement and direction.

10. Wellness in the Woods Agreement

Consider approval of agreement between Health & Human Services and Wellness in the Woods which provides peer-to-peer mental health support. The term of the contract is December, 2019 - December 31, 2020. The cost of each event is not to exceed \$1,100, with an annual cost of \$13,200. Authorize Board Chair and County Administrator to sign.

11. Addendum to Memorandum of Agreement – University of Minnesota Extension

Consider Addendum to Memorandum of Agreement Between the University of Minnesota and Pine County for providing Extension programs locally and employing county Extension staff. This Addendum is effective January 1, 2020. Total cost for Agriculture Education (\$48,354) and 4-H Program (\$75,256/no change) programs is \$123,610.

12. Purchasing from Mohr Parts and Supplies Inc.

Consider approval of Resolution 2019-60 approving purchasing from Mohr Parts and Supplies Inc.

13. Facilities Committee – January 2020

Schedule January, 2020 Facilities Committee to January 8, 2020 as the first Wednesday of the month is January 1st/New Year's Day.

14. Establish Date for 2020 County Board Strategic Planning Session

Set a Special Meeting/Committee of the Whole meeting in January for the county board to conduct a strategic planning session/goal setting session in January 2020.

15. AFSCME Correction Officer-Dispatcher Collective Bargaining Agreement 2020-2021

Consider Collective Bargaining Agreement with correction officers/dispatchers for 2020-2021. The union voted, and passed, the collective bargaining agreement on December 9, 2019.

16. Commissioner Updates

Holiday Tree Event
Soil & Water Conservation District
AMC Annual Conference
East Central Solid Waste Commission
East Central Regional Library
Pine County Chemical Health Coalition
Law Library meeting
Central MN Jobs and Training
Central MN Workforce Development Board
State Community Health Services Advisory Committee (SCHSAC)
East Central Regional Development Commission
Other

17. Other

18. Upcoming Meetings (Subject to Change)

- a. **Pine County Board Meeting, Tuesday, December 17, 2019, 10:00 a.m.**, North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota.
- b. **Pine County HRA Board, Wednesday, December 18, 2019, 1:00 p.m.**, Sandstone Manor, 510 5th Street, Sandstone, Minnesota.
- c. **Arrowhead Counties Association Annual Dinner, Wednesday, December 18, 2019, 6:00 p.m.**, Sand Bar Room, Grandma's Restaurant Canal Park, Duluth, Minnesota.
- d. **Cancelled: NLX**
- e. **Nemadji 1W1P Policy Committee Meeting, Thursday, January 2, 2020, 9:00 a.m.**, Carlton County SWCD, 1630 County Road 61, Carlton, Minnesota.
- f. **Pine County Organizational and Regular Board Meeting, Tuesday, January 7, 2020, 10:00 a.m.** Board Room, Courthouse, Pine City, Minnesota.

19. Adjourn