



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 15, 2020, 10:00 a.m.

**North Pine Government Center
1602 Hwy. 23 No.
Sandstone, Minnesota**

- **The Meeting Will be In Person and Via WebEx (video / phone conference) and streamed live on the internet.**
- **Not more than two county commissioners will be present in the meeting room.**
- **The public may join the meeting via WebEx, in person at the meeting room, or watch the livestream.**
- **If joining the meeting in person, the total number of persons (including commissioners) cannot exceed 10 and social distancing of at least 6 feet will be in effect.**

The Governor of the State of Minnesota has issued Executive Order 20-01 Declaring a Peacetime Emergency and Coordinating Minnesota’s Strategy to Protect Minnesotans from COVID-19. On March 24, 2020 the Pine County Board of Commissioners declared a local emergency for Pine County.

Based on these conditions, the Chair of the Pine County Board of Commissioners has determined that the requirements of Minnesota Statute 13D.021, Subd. (1) have been met and it is not practical or prudent for all members of the county board to meet in person.

The public is invited to join the meeting in person or remotely: by phone call 1-650-215-5226, (access code): 175 501 7278, (password): bYWT2hvt65. Click the link on the county website (www.co.pine.mn.us) for more information and to watch a live stream broadcast of the meeting.

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum. Members of the public are invited to speak. After being recognized by the Chair, each speaker should state his/her name and limit comments to three (3) minutes.
- D) Adopt Agenda
- E) Approve Minutes
 - December 1, 2020 county board Minutes and Summary for publication
 - December 3, 2020 Truth in Taxation Minutes
- F) Minutes of Boards, Reports and Correspondence
 - City of Sandstone Wellhead Protection Plan, Part Two
 - Pine County Housing and Redevelopment Authority Board of Directors Regular Meeting – October 28, 2020
 - Pine County Land Surveyor Monthly Report – November 2020

G) Approve Consent Items

CONSENT AGENDA

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

1. **Review November, 2020 Cash Balance (attached)**

Fund	November 30, 2019	November 30, 2020	Increase/Decrease
General Fund	6,366,268	7,301,820	935,552
Health and Human Services Fund	1,890,981	2,652,111	761,130
Road and Bridge Fund	3,593,725	2,255,127	(1,338,598)
CARES Act	0	750,997	750,997
Land Management Fund	2,127,760	2,331,066	203,307
TOTAL (inc non-major funds)	16,445,846	18,219,099	1,773,253

2. **November 2020 Disbursements/Claims Over \$2,000 (attached)**

Consider approval of the November 2020 disbursements and claims over \$2,000.

3. **Licenses**

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

A. **2021 Waste Hauler Licenses**

Cloquet Sanitary Service; Hartl Enterprises, LLC DBA Ron’s Rolloffs; Jim’s Mille Lacs Disposal, Inc; Jones Construction Services; LePage & Sons Inc; Pine Habitation and Supported Employment, Inc (PHASE); Mike’s Sanitation Inc; Nordstrom’s Sanitation, LLC; Waste Management

4. **Donations**

A. Consider acceptance of an anonymous \$750 to be designated as follows: \$250/Shop with a Cop program; \$250/Benjamin Neel Gun Range; \$250/K-9 program.

5. **2020 Budget Adjustment**

Consider approval of 2020 budget adjustments and recognition of spending of reserves.

6. **Violent Crime Enforcement Teams Grant Contract Agreement Amendment**

Consider approval of amendment to the Violent Crime Enforcement Teams 2020 Grant. This grant has been amended to allow for funding of \$150,000 through December 31, 2021. Authorize Board Chair and County Administrator to sign.

7. **Septic Fix-Up Special Assessments**

A. Consider approval of Resolution 2020-80 extending a septic fix up special assessment to Jeannette P. Carmichael, PID 29.0357.000, \$20,250 and Robert Stauffer, PID 43.0358.000, \$17,450. Authorize Board Chair and County Administrator to sign.

8. **Contracts / Agreements**

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

- A. Pine County Health & Human Services and Jennifer N. White
Clinical supervision services to adult mental health case managers. The rate is \$125 per hour, which is an increase of \$5/hour. The annual maximum cost for this service is \$6,000. One year contract (January 1, 2021 – December 31, 2021)
 - B. Pine County Health & Human Services and Therapeutic Services Agency (TSA) 2021 Lead County Agreement
TSA licenses therapeutic foster homes in the region; Pine County HHS historically serves as the county agency charged with negotiating a lead county agreement as TSA works with multiple agencies but its central office is in Pine City. Most rates have remained unchanged from 2020. One year contract (January 1, 2021 – December 31, 2021)
 - C. Pine County Health & Human Services and Lighthouse Child and Family Services
This contract provides for community support program services to eligible adults, and provides client outreach, medication monitoring, assistance in developing independent living skills, crisis assistance, housing support, social support, etc. Services not to exceed \$78,000 annually, which is the same amount as 2020. One year contract (January 1, 2021 - December 31, 2021)
9. **Designate Polling Places**
Consider approval of Resolution 2020-81 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 2021. Authorize Board Chair and County Administrator to sign.
10. **2020 Assessment Clerical Corrections List**
Acknowledge list of 2020 assessment clerical corrections.
11. **New Hire**
Consider approving the hiring of the following:
- A. Part-time dispatchers Jasmine Ploub and Marcus Hamilton-Gustafson, effective January 14, 2021, \$21.34 per hour, Grade 7, Step 1.
 - B. Part-time recycling center attendant James Laposky, effective December 16, 2020, \$14.62 per hour, non-union, Grade 1.

REGULAR

1. **Public Hearing – Drone Aircraft (at 10:00 a.m. or as soon thereafter as practicable)**
Minnesota Statutes 626.19 requires an opportunity for public comment. No board action is required.
 - A. Presentation of drone aircraft usage by the Pine County Sheriff’s Office
 - B. County Board questions and discussion
 - C. Open Public Hearing and take public testimony
 - D. Close Public Hearing
 - E. County Board additional discussion, if necessary
 - F. No Board action is required
2. **Public Hearing – Pine County Public Works Americans with Disabilities Act (ADA) Transition Plan (at 10:00 a.m. or as soon thereafter as practicable)**
 - A. Presentation of Americans With Disabilities Act (ADA) Transition Plan by county staff
 - B. County Board questions and discussion
 - C. Open Public Hearing and take public testimony
 - D. Close Public Hearing
 - E. County Board additional discussion, if necessary
 - F. Consider adoption of the Americans with Disabilities Act (ADA) Transition Plan

3. Retirement Recognition

Recognize the retirement of Terry Lovgren and her 34+ years of service to Pine County.

4. Personnel Committee Report (Minutes attached)

The Personnel Committee met on December 8, 2020. The Personnel Committee made the following recommendations:

A. Sheriff's Office – Administrative Support

- i. Approve the promotion of part-time Sheriff's secretary Jamey Silva to full-time status, effective January 1, 2021, grade 4, minimum starting wage of \$17.66/hour.

B. Sheriff's Office - Corrections

- i. Acknowledge the resignation of Corrections Officer, Grant Crider, effective December 8, 2020 and approve backfill of the position and any subsequent vacancies due to internal promotion or lateral transfer. The position is a Grade 7 with a minimum starting wage of \$20.74/hour.
- ii. Approve the promotion of a Corrections Officer to Team Lead Sergeant prior to Sergeant Gray's February 25, 2021 retirement. This action will allow time for training, facilitate a smooth personnel transition and maintain jail safety. The promotion would be from Correction Officer Grade 7 \$20.74/hour to Sergeant Grade 10 \$24.70/hour.

C. Administration

- i. Approve policy changes and submit the following required documentation to the Minnesota Department of Human Services for the process of moving forward in withdrawing from the Minnesota Merit System on January 1, 2022:
 - Update Section 3.4 – Recruitment and Selection Process- Declaration of Policy of Equal Employment Opportunity to add language regarding the filing of complaints
 - Add Section 3.19 to establish Personnel Board of Appeals
 - Update Section 16.7 – Equal Opportunity, Non-Discrimination & Respectful Workplace to include Affirmative Action/Equal Opportunity complaint/grievance process.
 - Add Section 36 – Employee Training and Development.
 - Add Section 37 – Political Activity (Hatch Act)
 - County Board Resolution 2020-86 - Adoption of County Personnel Act
 - Certification Review Survey

5. 2021 Pine County Property Tax Levy and Budget

Consider approval of:

- A. Resolution 2020-82 Establishing the 2021 Pine County Property Tax Levy at \$19,935,014 and authorize Board Chair and County Administrator to sign.
- B. Resolution 2020-83 Adopting the 2021 Pine County Budget and authorize Board Chair and County Administrator to sign.

6. Establish 2021 Rates for Various Items

- A. Consider approval of Resolution 2020-85 Establishing County Commissioner Compensation (\$21,844 per year-unchanged from 2020), Per Diems (\$100), and Mileage Reimbursement at the IRS rate for business mileage for 2021 and authorize Board Chair and County Administrator to sign.
- B. Consider Elected Department Head Salaries for 2021—County Sheriff Jeff Nelson, \$117,938 and County Attorney Reese Frederickson, \$130,987.17 effective January 1, 2021.
- C. Consider 2021 Cost-of-Living Adjustment for Non-Union Employees at 1.45% for January 1, and 1.25% for July 1.

- D. Consider county contribution towards health insurance premiums for non-union employees and elected officials.
7. **Establish 2021 Citizen Board and Committee Per Diems**
 Consider approval of Resolution 2020-87 establishing per diems for various board and committees for 2021 (this resolution does not apply to county commissioners). Authorize Board Chair and County Administrator to sign.
8. **Labor Negotiations Update**
 Consider approval of the following Collective Bargaining Agreements and authorize Board Chair and County Administrator to sign:
 A. 2021-2023 AFSCME Road and Bridge, Unit 1, Public Works Department (Highway Techs)
 B. 2021-2023 AFSCME Road and Bridge Maintenance, Unit 2, Public Works Department (Highway Maintenance)
9. **Purchasing from Mohr Parts and Supplies Inc.**
 Consider approval of Resolution 2020-84 approving purchasing from Mohr Parts and Supplies Inc. Authorize Board Chair and County Administrator to sign.
10. **January 5, 2021 Organizational Meeting**
 Establish time and format of the January 5, 2021 county board organizational meeting.
11. **Establish Date for 2021 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 2021. This would be a one-day session during January.
12. **Coronavirus Response Update**
 A. Public Health Update
13. **Commissioner Updates**
 Soil & Water Conservation District
 State Community Health Services Advisory Committee
 Law Library
 Central MN Jobs and Training Service
 East Central Solid Waste Commission
 East Central Regional Library
 Pine County Chemical Health Coalition
 Other
14. **Other**
15. **Upcoming Meetings (Subject to Change)—All meetings to be conducted remotely unless otherwise indicated. Contact the organization hosting the meeting for call-in information.**
 a. Pine County Board of Commissioners, Tuesday, December 15, 2020, 10:00 a.m., 1602 Hwy. 23 No., Sandstone, Minnesota
 b. Welding WorkFast Program Graduation, Wednesday, December 16, 2020, 12:00 p.m., Pine Technical and Community College, Pine City, Minnesota
 c. Arrowhead Counties Association, Wednesday, December 16, 2020, 6:00 p.m.
 d. East Central Regional Development Commission legislative roundtable, Thursday, December 17, 2020, 7:00 p.m.

- e. Business Computer Applications WorkFast Program Graduation, Thursday, December 17, 2020, 8:30 p.m., Pine Technical and Community College, Pine City, Minnesota
- f. Auto Tech WorkFast Program Graduation, Friday, December 18, 2020, 2:00 p.m., Pine Technical and Community College, Pine City, Minnesota
- g. East Central Regional Development Commission, Monday, December 21, 2020, 7:00 p.m.
- h. NLX, Wednesday, December 23, 2020, 10:00 a.m. - CANCELLED
- i. Pine County HRA telephone conference call, Wednesday, December 30, 2020, 1:00 p.m.
- j. Pine County Board of Commissioners Organizational Meeting, Tuesday, January 5, 2021, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota

16. Adjourn