

ADDITIONS/REVISIONS/CORRECTIONS

Regular Meeting
February 21, 2023

Addition:

A. Consent Agenda Item 8.1 – New Hire

Consider the hiring of part-time dispatcher Jenell Jacobson, effective February 22, 2023, \$23.16 per hour, Grade 7, Step 1.



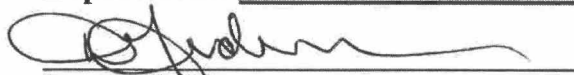
AGENDA REQUEST FORM

Date of Meeting: February 21, 2023

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

Agenda Item: Part-time Dispatcher Position

Department: Pine County Sheriff's Office


Department Head signature

Background information on Item:

Jenell Jacobson has accepted the Part-time Dispatch position.

Jenell Jacobson's effective employment date will be February 22nd, 2023 at \$23.16, Grade 7, Step 1.

Action Requested:

The Pine County Sheriff's Office/Dispatch Center asks the County Board to approve Jenell Jacobson for the Part-time Dispatch position.

Financial Impact:

This position is budgeted for 2023.



AGENDA

***PINE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING***

District 1	Commissioner Hallan
District 2	Commissioner Mohr
District 3	Commissioner Lovgren
District 4	Commissioner Waldhalm
District 5	Commissioner Ludwig

Tuesday, February 21, 2023, 10:00 a.m.

North Pine Government Center

1602 Hwy 23 No.

Sandstone, Minnesota

Notice of Participation via Interactive Technology

Pine County Commissioner JJ Waldhalm will be attending the Pine County Board of Commissioners Regular Meeting on Tuesday, February 21, 2023 at 10:00 a.m. via interactive technology, pursuant to Minnesota Statute 13D.02. Commissioners Hallan and Waldhalm will be seen and heard at the meeting via electronic means and will participate from locations which are open and accessible to the public:

- Commissioner Hallan: 14511 Perdido Key Drive, Pensacola, Florida
- Commissioner Waldhalm: 904 Calle Cruz Roja, Barrio Obrero, Arecibo, PR

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

- A) Call meeting to order.
- B) Pledge of Allegiance
- C) Public Forum. Members of the public are invited to speak. After being recognized by the Chair, each speaker should state his/her name and limit comments to three (3) minutes.
- D) Adopt Agenda
- E) Approve Minutes of February 7, 2023 Regular County Board Meeting and Summary for publication.
- F) Minutes of Boards, Committees and Correspondence
University of Minnesota-Family and Community Resilience Program Update – February 11, 2023
- G) Approve Consent Items

CONSENT AGENDA

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

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

Fund	January 31, 2022	January 31, 2023	Increase/Decrease
General Fund	5,880,862	6,083,124	202,262
Health and Human Services Fund	2,157,261	2,920,331	763,070
Road and Bridge Fund	848,141	1,006,479	158,339
Opioid Settlement	--	254,694	254,694
COVID Relief	2,524,583	3,396,399	871,816
Land	2,383,631	2,716,412	332,781
Self Insurance	540,951	436,763	(104,188)
TOTAL (inc non-major funds)	15,771,649	18,638,722	2,867,073

2. **January 2023 Disbursements/Claims Over \$2,000 (attached)**

Consider approval of the January 2023 disbursements including the individual listing of claims over \$2,000, and 474 claims under \$2,000 or not needing approval totaling \$800,857.81.

3. **Applications**

Consider approval of the following applications:

A. Tobacco License

i. Hinckley Tobacco LLC, 107 Grindstone Court, Hinckley

B. 2022 Local Option Disaster Abatement

i. Cliff Thomas, PID 45.5244.000, 210 Lark St., Sandstone, due to fire May 19, 2021. Unable to reoccupy the home December 19, 2022

4. **Pine County Commissioners' Expense Claim Forms**

Review and consider approval of commissioner expense claim forms.

5. **Donations**

Consider acceptance of the following donations:

A. \$100 donation from Pine Area Lions for the Pine County Operation Community Connect.

6. **Cancellation of 2020 Outstanding Warrants**

Approve the cancellation of 2020 outstanding warrants.

7. **Contracts**

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

A. Arrowhead Economic Opportunity Agency, Inc. (AEOA)/ Common Carrier Transport Provider HHS contracts with AEOA for volunteer drivers specific to social services transportation/not medical appointments. This contract allows this service to continue. Contract is for a two-year term, January 1, 2023–December 31, 2024. The cost for the use of their volunteer drivers is the IRS mileage rate plus 38 cents per mile for administrative costs.

8. **Personnel**

A. Ratify status change for Corrections Officer Gillian Kolling from full-time to part-time effective January 17, 2023. No change in wage.

9. **Training**

Consider approval of attendance at the following training:

- A. Probation Senior Agents Michelle Sellner, Jami Tuve Anderson and Devin Petersen to attend the Minnesota Association of County Probation Officers (MACPO) Annual Conference, May 17-19, 2023, Nisswa, Minnesota. Registration: \$200 for Jami Tuve Anderson (free for Michelle Sellner and Devin Petersen as they are on the MACPO Executive Board); Lodging: \$360 double occupancy for Jami/Michelle, \$520 single occupancy for Devin; Meals: included in registration; Mileage: county vehicle will be used. Total cost: \$1,440. Funds are available in the 2023 Probation budget.
- B. Social Worker Sam Maser and MNChoices Assessor Danielle One to attend the Minnesota Social Services Association (MSSA) Conference, March 15-17, 2023, Minneapolis, Minnesota. Registration: \$264/person (\$528 total), Meals: \$36/person (\$72 total), Mileage: county vehicle will be used. Total cost: \$600. Funds are available in the 2023 Health & Human Services budget.

REGULAR AGENDA

1. **Petition to Name an Unnamed Lake – Public Hearing (to be heard at 10:00 a.m. or as soon thereafter as practicable)**

- A. Presentation by staff regarding the lake name petition
- B. County Board questions and discussion
- C. Open Public Hearing and take public/petitioner testimony
- D. Close Public Hearing
- E. County Board additional discussion, if necessary
- F. Consider Resolution 2023-08 naming said requested body of water “Bloom Lake” and authorize Board Chair/Vice Chair and County Administrator to sign.

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

The Personnel Committee met on February 13, 2023. The Personnel Committee made the following recommendations:

A. **Health & Human Services**

- i. Acknowledge the resignation of Eligibility Worker Amber Doenz, effective January 27, 2023, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

B. **Sheriff’s Office**

- i. Acknowledge the resignation of Deputy Sheriff Tim Vaagenes, effective January 31, 2023, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

C. **Auditor-Treasurer**

- i. Ratify the termination of part-time probationary Clerk III Emeri Hagfors, effective January 12, 2023, and approve backfill of the position and subsequent vacancies that may occur due to internal promotion or lateral transfer.
- ii. Acknowledge the retirement of Senior Appraiser Jennifer Christensen, effective February 9, 2023, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

D. Administration

- i. Amend Section 12.7.1 of the county policy manual to increase the meal reimbursements to no more than breakfast \$13.00, lunch \$17.00, and dinner \$21.00.
- ii. Amend Section 31, Media Policy by naming all department heads or designee as media contacts.

3. **Personnel (promotion) / New Hire**

Consider the following:

- A. Authorizing the promotion of a current staff appraiser to the position of Senior Property Appraiser effective February 22, 2023 and authorize the backfill of the position and any subsequent vacancies that may occur due to the internal promotion or lateral transfer. The name and pay will be supplied as additional information for the agenda.
- B. Hiring of part-time Clerk III Sully Lucht, effective February 21, 2023, \$18.60 per hour, Grade 4, Step 1.

4. **Federal Funding Agreement with Minnesota Department of Transportation**

Consider approval of Updated Agency Agreement and Resolution 2023-10 to allow Pine County to receive federal transportation funding. Authorize Board Chair/Vice Chair and County Administrator to sign.

5. **Resolution to Advance State Aid**

Consider approval of Resolution 2023-11 for additional construction funds to keep the 2023 construction projects on schedule. This resolution allows for \$2,575,143 to be advanced from the 2024 State Aid Construction Account. Authorize Board Chair/Vice Chair and County Administrator to sign.

6. **Savage Communications, Inc. Broadband Project**

Consider approval of Resolution 2023-09 supporting Savage Communications, Inc.'s broadband project to provide fiber broadband internet to its service area and provide \$75,000 towards the project from previously identified American Rescue Plan Act (ARPA) funds. Authorize Board Chair/Vice Chair and County Administrator to sign.

7. **Commissioner Updates**

Northeast Minnesota Area Partnership
Kettle River Policy Committee
Law Library
Soil & Water Conservation District
Extension Committee
East Central Solid Waste Commission
East Central Regional Library
Arrowhead Counties Association
Other

8. **Other**

9. **Upcoming Meetings (Subject to Change) – Contact the hosting organization to confirm meeting time and location.**

- a. Pine County Board Meeting, Tuesday, February 21, 2023, 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
- b. Arrowhead Counties Association Legislative Dinner, Tuesday, February 21, 2023, 6:00 p.m., Mancini's Char House, St. Paul, Minnesota
- c. Association of Minnesota Counties Legislative Conference, February 22-23, 2023, St. Paul, Minnesota
- d. NLX, Wednesday, February 22, 2023, 10:00 a.m.
- e. Pine County Housing and Redevelopment Authority / Economic Development Authority, Wednesday, February 22, 2023, 1:00 p.m., North Pine Government Center, 1602 Hwy 23 No., Sandstone, Minnesota
- f. State Community Health Services Advisory Committee, Friday, February 24, 2023, 9:00 a.m., Amherst Wilder Foundation or Virtual
- g. Snake River Watershed Management Board, Monday, February 27, 2023, 9:00 a.m., Kanabec County Courthouse, 317 Maple Avenue East, Mora, Minnesota
- h. Snake River Watershed Policy Committee, Monday, February 27, 2023, 9:30 a.m., Kanabec County Courthouse, 317 Maple Avenue East, Mora, Minnesota
- i. East Central Regional Development Commission, Monday, February 27, 2023, 7:00 p.m., 100 Park Street South, Mora, Minnesota
- j. Land Committee Meeting, Wednesday, March 1, 2023, 1610 Hwy. 23 No., Sandstone, Minnesota
- k. Pine County Board Meeting, Tuesday, March 7, 2023, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota

10. Adjourn