



PINE COUNTY BOARD SPECIAL MEETING/BUDGET COMMITTEE 2021 COUNTY BUDGET

Wednesday, September 9, 2020, 9:00 a.m.

Meeting to be conducted only via electronic means (Webex with video & phone conf. options)

Pine County, Minnesota

AGENDA

- The Meeting Will be Via WebEx (video / phone conference) and streamed live on the internet.
- The public may join the meeting via WebEx or watch the livestream.

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 remotely: by phone call 1-650-215-5226, (access code): 163 936 3302, (password): Meeting password: GFhMQNJn338. 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.

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda
4. Department 2021 Budget Presentations:
 - Sheriff – Jeff Nelson
 - 201 Operations
 - 204 Dispatch
 - 210 Gun Permits
 - 251 Jail
 - 253 Court Security
 - 256 Sentence to Serve
 - 281 Emergency Management
 - Administration—David Minke
 - 61 IT (Ryan Findell)
 - Fund 43 (Technology Equipment)
 - 62 Central Services
 - 92 Contracted Attorney's
 - 249 Medical Examiner
 - 501 Library

613 Snake River Watershed
702 HRA
05 Commissioners
72 Administration

5. 2021 Budget General Discussion/Direction

6. Additional meetings (if necessary) could be scheduled:

- September 15, 2020 as part of the regular board meeting
- September 22 or 29, 2020 as special county board meetings.

The preliminary levy must be adopted by September 30, 2020.

7. Adjourn

Members: District 1 – Steve Hallan
District 2 – Josh Mohr
District 3 – Steve Chaffee
District 4 – John Mikrot, Jr.
District 5 – Matt Ludwig

Pine County IT Budget Proposal 2021

Ryan Findell, IT Manager

High level overview of the 3 main spending areas for IT:

Personnel	46%
Services and Maintenance	32%
Hardware and Software	22%

Increases:

6103 – Salaries/Wage - \$56,798 for 29%
Addition of 1 FTE in 2020

6152 – County Contribution - \$25,006 for 69%
\$91,327 total wage and health insurance increase

Decreases:

6262 – Services-Computer - \$15,400 for 13% decrease
Compliance funds will pay for part of MnCCC invoice

6311 – Repair and Maintenance \$9,423 for 6% decrease

6660 – Equipment and Furniture - \$66,000 for 29% decrease
Delaying computers replacements for 1 year

Decrease of \$1,996 or 0% from 2020

Projects for 2021

- Jail - Camera Replacement
- Anti-Virus Upgrade
- Tax/CAMA (Potential) - Auditor/Tres/Assessor

Fund 43 – Technology

2021 - Jail Cameras (Moved to Bond Funds)	\$100,000
2022 – Server Storage	\$100,000

Balance as of August 2020*: \$195,166 (end of year \$233,000 with second half tax collections)
Used for Sheriff Body Cameras in 2020

2021 budgeted amount: \$100,000

Total available in 2021: \$100,000

IT

61	DESCRIPTION	2019 Budget	2020 Budget	2021 Budget	\$ Change	% Change
5508	COMPUTER SERVICES	-10,000	-10,000	-10,000	0	0%
5860	Refunds & Reimbursements	-5,000	-5,000	-5,000	0	0%
6103	SALARIES/WAGES-PERMANENT	184,856	198,551	255,349	56,798	29%
6105	SALARIES/WAGES-PART TIME	0	0		0	
6107	SALARIES/WAGES-OVERTIME	1,000	1,000	1,000	0	0%
6108	SALARIES/WAGES-COMP	1,000	1,000	1,000	0	0%
6109	Salaries/Wages Back Pay	0	0		0	
6113	Salaries & Wages Temporary	0	0		0	
6152	COUNTY CONTRIBUTION	26,618	36,016	61,022	25,006	69%
6155	VEBA County Contribution	0	0		0	
6156	H.S.A County		0	918	918	
6163	PERA	13,864	14,891	19,151	4,260	29%
6175	FICA	14,141	15,189	19,534	4,345	29%
6179	WORKERS COMP-PREMIUM	337	0	0	0	
6201	TELEPHONE	12,000	9,785	9,785	0	0%
6202	POSTAGE & FREIGHT	100	100	100	0	0%
6241	CONF./TRAIN./REGISTRATION	3,000	3,000	3,000	0	0%
6262	SERVICES - COMPUTER	182,450	117,250	101,850	-15,400	-13%
6263	Professional & Technical Services				0	
6311	REPAIR & MAINTENANCE	133,288	151,793	142,370	-9,423	-6%
6331	TRAVEL EXPENSE - LODGING	1,000	1,050	1,050	0	0%
6334	TRAVEL EXPENSE - MILEAGE	2,000	2,000	2,000	0	0%
6401	Office Supplies	1,000	1,000	1,000	0	0%
6402	DATA PROCESSING SUPPLIES	4,050	3,842	3,842	0	0%
	REFERENCE BOOKS &					
6452	MATERIALS	500	0	0	0	
6660	Equipment & Furniture	178,000	230,000	164,000	-66,000	-29%
6705	Capital Lease - Principal	17,000	7,000	4,500	-2,500	-36%
	REVENUE	-15,000	-15,000	-15,000	0	0%
	EXPENDITURE	759,204	793,467	791,471	-1,996	0%
	61 net	744,204	778,467	776,471	-1,996	0%

Pine County IT Department Fast Facts

General

- IBM Power System and Windows Servers providing a comprehensive array of applications to support critical county functions.
- Microsoft Office 365
- County-wide virus protection and firewall intrusion protection
- Microsoft Teams / WebEx for Video Conferencing and collaboration
- Standard software: Microsoft Windows 10, Office 2016, Internet Explorer, and dozens of additional applications
- Employee to IT Helpdesk ratio of 100:1

County Computing

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

Network Infrastructure

- 200 MB public internet connection
- 50 network switches with 30 Wifi access points
- 11 Data closets in 6 county buildings
- County-wide internal high-speed Ethernet network
- Fiber optic 1 Gigabit Ethernet backbone network connecting the courthouse, SPGC and NPGC
- 802.11 AC wireless network access across all county buildings
- Mitel VoIP telephone system

Telework

- Microsoft Teams Usage increased by 7000%
- 160 workers working remote during COVID
- Goal for fulltime Teleworkers is around 30 employees after the pandemic