

**MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting**

**Tuesday, December 15, 2020 - 10:00 a.m.
North Pine Government Center, Sandstone, Minnesota**

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

Chair Hallan stated 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. Members of the county board will join the meeting remotely.

The public was invited to join the meeting remotely by phone, WebEx or watch via live stream on YouTube.

Commissioner John Mikrot and Commissioner Matt Ludwig were present in the meeting room. Members present via electronic means were Chair Hallan, Commissioner Josh Mohr and Commissioner Steve Chaffee. Also present in the meeting room was County Administrator David Minke and present via electronic means was County Attorney Reese Frederickson.

The Pledge of Allegiance was said.

Chair Hallan called for public comment. There was no public comment.

Chair Hallan requested the following revisions to the agenda:

Addition to Consent Agenda Item 11 (New Hire)

C. Consider approval of the hiring of Jacqueline Ness, Clerk III, effective January 11, 2021, \$17.66 per hour, Grade 4.

Addition to Regular Agenda Item 8 (Labor Negotiations Update)

8C & 8D Consider approval of labor agreements with the Highway Supervisors, and Legal Assistants, with the terms as stated subject to final drafting by the County Administrator.

Motion by Commissioner Ludwig to adopt the amended Agenda. Second by Commissioner Mikrot. A Roll Call vote was called by Chair Hallan: District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye; District 3-Commissioner Chaffee/Aye; District 4-Commissioner Mikrot/Aye. Motion carried 5-0.

Motion by Commissioner Mohr to approve the Minutes of the December 1, 2020 county board meeting and Summary for publication, and the December 3, 2020 Truth in Taxation Minutes. Second by Commissioner Chaffee. A Roll Call vote was called by Chair Hallan: District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye; District 3-Commissioner Chaffee/Aye; District 4-Commissioner Mikrot/Aye; District 5-Commissioner Ludwig/Aye. Motion carried 5-0.

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

Motion by Commissioner Mikrot to acknowledge the Minutes of Boards, Reports and Correspondence. Second by Commissioner Mohr. A Roll Call vote was called by Chair Hallan: District 2-Commissioner Mohr/Aye; District 3-Commissioner Chaffee/Aye; District 4-Commissioner Mikrot/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye. Motion carried 5-0.

Motion by Commissioner Ludwig to approve the amended Consent Agenda. Second by Commissioner Mikrot. A Roll Call vote was called by Chair Hallan: District 3-Commissioner Chaffee/Aye; District 4-Commissioner Mikrot/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye. Motion carried 5-0.

CONSENT AGENDA

1. **Approve November, 2020 Cash Balance**

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**

Approve the November 2020 disbursements and claims over \$2,000.

3. **Licenses**

Approve the following licenses 2021 Waste Hauler Licenses and authorize Board Chair to sign: 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**

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

5. **2020 Budget Adjustment**

Approve the 2020 budget adjustments and recognition of spending of reserves as follows:

General Fund

Department	Account	Account Description	Change
County Recorder	01.101.5506	Recorder Technology Fee	from \$80,000 to \$95,000
County Recorder	01.101.6666	Recorder Technology Expense	from \$80,000 to \$95,000

Revenues and expenses have both exceeded budget. Expenses were intentionally spent at a higher rate than budget to spend down the restricted reserve balance; however, this year revenues were higher than expected and have matched the spending.

Department	Account	Account Description	Change
County Recorder	01.101.5522	Recorder Compliance Fee	from \$73,000 to \$120,000
County Recorder	01.101.6667	Recorder Compliance Expense	from \$73,000 to \$120,000

Refunds from the County's Member Deposit at MCCC were issued due to the new TAX/CAMA system not moving forward. These funds were originally paid from the Compliance fund, so they were deposited back into the fund. The increased expense is the intentionally spending down of these restricted reserves.

Department	Account	Account Description	Change
County Recorder	01.101.5504	Recorder Fees	from \$145,000 to \$160,000
County Assessor	01.105.6103	Salaries & Wages - Permanent	from \$397,721 to \$412,721

To account for higher than expected Recorder revenues and higher than expected Assessor salaries due to the unbudgeted Clerk position added to the Assessor's office in March 2020.

Department	Account	Account Description	Change
Planning & Zoning	01.107.5101	Zoning Permits	from \$62,000 to \$77,000
Planning & Zoning	01.107.6103	Salaries & Wages - Permanent	from \$154,251 to \$169,251

To account for higher than expected permit revenues and higher than expected Zoning salaries due to the unbudgeted Office Assistant position added to the office in August 2020.

Department	Account	Account Description	Change
County Sheriff	01.201.5230	State Grants	from \$250,000 to \$270,000
Dispatch	01.204.6103	Salaries & Wages - Permanent	from \$479,425 to \$389,425
Dispatch	01.204.6103	Salaries & Wages - Part time	from \$99,004 to \$79,004

County Sheriff	01.201.6107	Salaries & Wages - Overtime	from \$100,000 to \$230,000
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To account for increased grant revenue, lower expenses in dispatch due to staff turnover and increased patrol overtime expenses.

Department	Account	Account Description	Change
Gun Permits	01.210.5101	Gun Permit Fees	from \$45,448 to \$62,448
Gun Permits	01.210.6103	Salaries & Wages - Permanent	from \$0 to \$17,000

Revenues and expenses have both exceeded budget. Expenses were intentionally spent at a higher rate than budget to spend down the restricted reserve balance; however, this year revenues were higher than expected and have matched the spending.

Department	Account	Account Description	Change
Solid Waste	01.392.5519	Fees for Service - Pine City	from \$10,000 to \$27,000
Solid Waste	01.392.5524	Fees for Service - Willow River	from \$30,000 to \$63,000
Solid Waste	01.392.5806	Refunds & Reimbursements	from \$8,000 to \$18,000
Solid Waste	01.392.6802	Transfer Station Refuse Removal	from \$45,000 to \$105,000

To account for increased revenue and expenses within the transfer stations.

Department	Account	Account Description	Change
Non-Departmental	01.801.6179	Worker's Compensation Premium	from \$110,000 to \$145,000
County Jail	01.251.6275	Medical Services - Prisoners	from \$428,300 to \$393,300

To account for higher than budgeted worker's compensation premium but lower than budgets medical services in the jail.

Department	Account	Account Description	Change
Medical Examiner	01.249.6263	Transport Fee Autopsies	from \$12,000 to \$14,500
Non-Departmental	01.801.5714	Interest Income	from \$180,000 to \$80,000
Court Security	01.253.6103	Salaries & Wages - Part time	from \$130,844 to \$42,844
Court Security	01.253.6103	Salaries & Wages - PERA	from \$13,995 to \$6,495
Court Security	01.253.6103	Salaries & Wages - FICA	from \$14,275 to \$7,275

To account for increased autopsy transport fees, decreased interest income due to low interest rates, decreased court security due to the court schedule (virtual).

HEALTH & HUMAN SERVICES - 12

Department	Account	Account Description	Change
Adult Protection Grant	12.430.761.3930.6020	General Case Mgmt/Guardianship	from \$10,809 to \$0
Adult Protection Grant	12.430.761.3042.6020	Assessment & Investigation	from \$0 to \$1,000
Adult Protection Grant	12.430.761.3160.6020	Transportation	from \$0 to \$2,000
Adult Protection Grant	12.430.761.3480.6020	Money Management	from \$0 to \$2,500
Adult Protection Grant	12.430.761.3714.6020	Adult Shelter	from \$0 to \$2,500
Adult Protection Grant	12.430.761.0010.6331	Staff Development	from \$0 to \$2,809

To account for grant expenses in their correct line items.

ROAD & BRIDGE - 13

Department	Account	Account Description	Change
Engineering/Construction	13.320.6263	Professional & Technical Services	from \$100,000 to \$285,000
Engineering/Construction	13.320.6283	Construction R & B	from \$4,550,000 to \$5,475,000
Non-Departmental	13.801.5203	State Aid - Reg. Construction	from \$2,700,000 to \$3,200,000
Non-Departmental	13.801.5310	Municipal Construction	from \$740,000 to \$1,350,000

To account for actual project costs and revenues.

Land - 22

Department	Account	Account Description	Change
Forest Roads	22.705.5390	Road Maintenance Aid	from \$0 to \$4,000
Forest Roads	22.705.6341	Road Construction/Maint	from \$7,200 to \$11,200

To account for increased revenue/expenses for forest road maintenance.

County Board acknowledges the following spending of reserves:

General Fund, Dept 107 - Zoning, Low Income Septic Fund - \$72,947.61
 General Fund, Dept 214 - Benjamin Neel Gun Range - \$8,855.80
 Technology Fund, \$142,660 (squad and body camera project)

6. **Violent Crime Enforcement Teams Grant Contract Agreement Amendment**
Approve an 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**
Approve 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**
Approve 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**
Approve 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**
Approve 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.
 - C. Jacqueline Ness, Clerk III, effective January 11, 2021, \$17.66 per hour, Grade 4.

REGULAR AGENDA

1. **Public Hearing – Unmanned Aerial System Operations (Drone Aircraft) (at 10:00 a.m. or as soon thereafter as practicable)**

Sheriff Jeff Nelson stated that Minnesota Statute 626.19 requires the County Board provide an opportunity for public comment prior to the Sheriff's office purchase or use of an unmanned aerial system (drone). No board action is required. Frandsen's Bank has donated a drone and drone accessories to the county. Sheriff Nelson addressed the purpose and use of the drone, program coordinator and pilots, prohibited uses, retention/ dissemination of data, and drafting of the departmental drone use policy.

Commissioner Ludwig inquired as to uses and citizen privacy--with/without the necessity of a warrant, discretion of viewing of data, elevation that the drone is able to fly, surveillance usage, and pilots/training to operate the drone.

Chair Hallan opened the public hearing at 10:24 a.m. and called for public comment. Mark Nisley addressed concerns related to use and citizen privacy, and the public's ability to review the written policy drafted by the sheriff's office for drone usage. Ailene Croup addressed concerns regarding costs of operation and maintenance, written policies, uses without a warrant, and audio/visual capabilities of the drone. There being no further public comment, Chair Hallan closed the meeting at 10:44 a.m.

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)**

Public Works Director/County Engineer Mark LeBrun explained that to receive federal transportation funds, Pine County is required, under Title II of the Americans with Disabilities Act, to perform a self-evaluation of its transportation infrastructure policies, practices and programs and pedestrian circulation/access routes including sidewalks, curb ramps, bicycle/pedestrian trails, etc. located within the county rights of way.

Chair Hallan opened the public hearing at 10:50 a.m. and called for public comment. There being no public comment, the public hearing was closed at 10:51 a.m.

Commissioner Hallan commented on the visually impaired plates at the bottom of ramps at intersections. Public Works Director LeBrun stated that most county buildings are fully compliant, however there are a few items at the highway department building to be addressed.

Motion by Commissioner Ludwig to adopt the Americans with Disabilities Act (ADA) Transition Plan. Second by Commissioner Mohr. A Roll Call vote was called by Chair Hallan: District 4-Commissioner Mikrot/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye; District 3-Commissioner Chaffee/Aye. Motion carried 5-0.

3. **Retirement Recognition**

The county board recognized the retirement of Deputy Auditor Terry Lovgren and thanked her for her 34+ years of service to Pine County.

4. **Personnel Committee Report**

Commissioner Ludwig provided an overview of the December 8, 2020 Personnel Committee meeting. 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

Motion by Commissioner Ludwig to approve the recommendations of the Personnel Committee. Second by Commissioner Chaffee. A Roll Call vote was called by Chair Hallan: District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye; District 3-Commissioner Chaffee/Aye; District 4-Commissioner Mikrot/Aye. Motion carried 5-0.

5. 2021 Pine County Property Tax Levy and Budget

The county board has held several budget committee meetings to review and discuss the proposed 2021 budget. All funds are balanced with budget year revenue and planned spending of reserves. The total property tax levy is \$19,935,014.

Motion by Commissioner Ludwig to approve Resolution 2020-82 Establishing the 2021 Pine County Property Tax Levy at \$19,935,014 and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. A Roll Call vote was called by Chair Hallan: District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye; District 3-Commissioner Chaffee/Aye; District 4-Commissioner Mikrot/Aye; District 5-Commissioner Ludwig/Aye. Motion carried 5-0.

Motion by Commissioner Mohr to approve Resolution 2020-83 Adopting the 2021 Pine County Budget with revenues of \$46,644,415 and expenditures of \$46,759,968 and authorize Board Chair and County Administrator to sign. Second by Commissioner Mikrot. A Roll Call vote was called by Chair Hallan: District 2-Commissioner Mohr/Aye; District 3-

Commissioner Chaffee/Aye; District 4-Commissioner Mikrot/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye. Motion carried 5-0.

BUDGET SUMMARY 2021

DEPT #	REVENUE DEPARTMENT	REVENUES	EXPENDITURES
5	COUNTY BOARD	0	261,628
13	COURT ADMINISTRATION	2,500	61,400
20	LAW LIBRARY	29,000	29,000
41	COUNTY AUDITOR-TREASURER	115,000	779,502
61	MIS	15,000	788,750
62	CENTRAL SERVICES	34,000	34,000
63	TRUTH IN TAXATION	8,000	13,500
72	COUNTY ADMINISTRATOR	500	551,484
74	AQUATIC INVASIVE SPECIES PRO	123,319	123,319
91	COUNTY ATTORNEY	147,276	1,171,911
92	CONTRACTED ATTNYS/CONSULT	0	30,000
93	VICTIM SERVICES	70,000	77,541
101	COUNTY RECORDER	306,650	393,896
105	COUNTY ASSESSOR	173,900	656,789
107	PLANNING AND ZONING	189,323	283,133
111	GOVT BUILDING OPERATIONS	192,940	810,076
121	VETERANS SERVICES	14,000	172,670
201	COUNTY SHERIFF	1,268,008	4,779,585
204	SHERIFF DISPATCH	0	837,450
205	BOAT & WATER	7,094	7,094
206	SNOWMOBILE GRANT	4,766	4,766
208	ATV GRANT	8,075	8,075
210	GUN PERMITS	45,283	45,283
212	CANINE UNIT	10,000	10,000
214	BENJAMIN NEEL GUN RANGE	2,000	2,000
227	ENHANCE 911	106,641	106,641
249	MEDICAL EXAMINER	0	62,000
251	COUNTY JAIL	276,000	4,392,312
253	COURT SECURITY	0	187,031
255	PROBATION	288,256	997,236
256	SENTENCE TO SERVE	0	87,641
281	CIVIL DEFENSE	21,615	109,538
392	SCORE RECYCLING	385,034	447,029
501	ECR LIBRARY	0	339,955
502	HISTORICAL SOCIETY	0	25,000
601	SOIL /WATER CONSERVATION	19,049	78,388
603	COUNTY EXTENTION	0	160,485
604	AGRICULTURE SOCIETY	0	10,000
605	ECONOMIC DEVELOPMENT	1,700	0
613	WATERSHED BOARD	0	9,968
702	PINE COUNTY HOUSING AUTHOR	0	4,500

801 NON-DEPARTMENTAL	15,201,558	323,800
813 MEED-CENTRAL MN INITIATIVE	0	7,450
TOTAL	19,066,487	19,281,826

DEPT HEALTH AND HUMAN SERVICES REVENUES EXPENDITURES

#		
12-420 INCOME MAINTENANCE	3,241,306	3,312,625
12-430 SOCIAL SERVICES	7,043,438	7,038,869
12-440 CHILDRENS COLLABORATIVE	134,700	134,700
12-481 NURSING	1,378,495	1,395,609
TOTAL	11,797,939	11,881,803

DEPT HIGHWAY REVENUES EXPENDITURES

#	DEPARTMENT		
13-310 ADMINISTRATION		0	380,688
13-320 ENGR/CONSTRUCTION		0	6,977,428
13-330 EQUIPMENT		0	2,173,528
13-340 REPAIR AND SHOP		0	1,928,275
13-801 NON-DEPARTMENTAL		12,125,287	665,368
TOTAL		12,125,287	12,125,287

DEPT RESOURCE DEVELOPMENT REVENUES EXPENDITURES

#	DEPARTMENT		
22-703 LAND USE		852,800	852,800
22-705 ROAD FUND GAS TAX		16,306	16,306
22-707 TIMBER DEVELOPMENT		28,422	28,422
22-708 BLIGHT CLEANUP		28,422	28,422
22-709 PARKS DEVELOP/ACQUISITION		56,844	56,844
TOTAL		982,794	982,794

DEPT BUILDING FUND REVENUES EXPENDITURES

#	DEPARTMENT		
38-801 BUILDING FUND		25,000	25,000

DEPT 2015 JAIL BONDS REVENUES EXPENDITURES

#	DEPARTMENT		
39-810 2015A JAIL BONDS		1,175,495	1,107,810

DEPT 2012A/2020A CTHSE BONDS REVENUES EXPENDITURES

#	DEPARTMENT		
40-810 2012A COURTHOUSE BONDS		1,022,548	992,071

DEPT 2017A G.O. CIP BONDS REVENUES EXPENDITURES

#	DEPARTMENT		
41-810 2017A G.O. CIP BONDS		344,831	321,577

DEPT EQUIPMENT	REVENUES EXPENDITURES	
# DEPARTMENT		
43-801 EQUIPMENT	25,000	25,000
DEPT ELECTIONS	REVENUES EXPENDITURES	
# DEPARTMENT		
44-801 ELECTIONS	79,034	16,800
TOTAL ALL FUNDS	<u>46,644,415</u>	<u>46,759,968</u>

6. **Establish 2021 Rates for Various Items**

Discussion was held regarding commissioner salary; the last commissioner compensation increase received by the board was three percent in 2016. There is no change in compensation for 2021.

A. **Establish County Commissioner Compensation/Per Diems/Mileage Reimbursement**

Motion by Commissioner Ludwig to approve Resolution 2020-85 Establishing County Commissioner Compensation as \$21,844 per year for Commissioners and \$23,044 for Board Chair (unchanged from 2020), Per Diem rate of \$100, and Mileage Reimbursement at the IRS rate for business mileage for 2021 and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. A Roll Call vote was called by Chair Hallan: District 3-Commissioner Chaffee/Aye; District 4-Commissioner Mikrot/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye. Motion carried 5-0.

B. **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. **2021 Cost-of-Living Adjustment for Non-Union Non-Elected Employees**

1.45% for January 1, 2021 and 1.25% for July 1, 2021

D. **Health Insurance County Contribution for Non-Union Employees and Elected Officials**

County contribution towards health insurance premiums for non-union employees and elected officials.

Motion by Commissioner Chaffee to approve (B) the salary of Sheriff Jeff Nelson at \$117,938 and County Attorney Reese Frederickson \$130,987.17; (C) the 2021 Cost-of-Living Adjustment for non-union employees at 1.45% for January 1, 2021 and 1.25% for July 1, 2021; and (D) 2021 health insurance contributions, HSA and VEBA contributions for full-time non-union employees and elected officials as follows:

Pine County 2021Health Insurance	Enrollment	County Premium Contribution	Annual HSA/VEBA Contribution
\$1500-80% CMM	Single	\$ 814.75	\$0
\$1500-80% CMM	Family	\$ 1,711.10	\$0
\$2150-100% VEBA	Single	\$ 764.50	\$1,275
\$2150-100% VEBA	Family	\$ 1,498.60	\$2,550
\$3000-100% HSA	Single	\$ 774.50	\$1,155
\$3000-100% HSA	Family	\$ 1,711.10	\$0

Second by Commissioner Mikrot. A Roll Call vote was called by Chair Hallan: District 4-Commissioner Mikrot/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye; District 3-Commissioner Chaffee/Aye. Motion carried 5-0.

7. **Establish 2021 Citizen Board and Committee Per Diems**

Resolution 2020-87 establishes the 2021 per diem rates for residents who serve on various boards and committees for the county. (This resolution does not apply to county commissioners). The per diem rates are set annually.

Motion by Commissioner Mohr to approve Resolution 2020-87 establishing per diems of \$75 for various citizen board and committees for 2021 (unchanged from 2020). Second by Commissioner Mikrot. A Roll Call vote was called by Chair Hallan: District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye; District 3-Commissioner Chaffee/Aye; District 4-Commissioner Mikrot/Aye. Motion carried 5-0.

8. **Labor Negotiations Update**

County Administrator David Minke stated the Collective Bargaining Agreements with AFSCME represented Road and Bridge, Unit 1, Public Works Department (Highway Techs) and Road and Bridge Maintenance, Unit 2, Public Works Department (Highway Maintenance); the Pine County Road and Bridge Supervisory Unit; and the Pine County Attorney's Confidential Employees (Legal Assistants) have been approved by the bargaining units.

Motion by Commissioner Mohr to approve the 2021-2023 Collective Bargaining Agreements with Road and Bridge, Unit 1, Public Works Department (Highway Techs) and Road and Bridge Maintenance, Unit 2, Public Works Department (Highway Maintenance), both represented by AFSCME; 2021-2023 Pine County Road and Bridge Supervisory Unit; and 2021-2023 Pine County Attorney's Confidential Employees (Legal Assistants). Second by Commissioner Chaffee. A Roll Call vote was called by Chair Hallan: District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye; District 3-Commissioner Chaffee/Aye; District 4-Commissioner Mikrot/Aye; District 5-Commissioner Ludwig/Aye. Motion carried 5-0.

9. **Purchasing from Mohr Parts and Supplies Inc.**

Chair Mohr is the owner of Mohr Parts and Supplies Inc. in Pine City. Minnesota statute prohibits a county commissioner from having a direct or indirect interest in business with the county unless the County Board, by unanimous vote, allows the business transactions and the transactions do not require a bid under statute. The county commissioners have indicated a desire to consider this resolution on an annual basis.

Motion by Commissioner Ludwig to approve Resolution 2020-84 approving purchasing from Mohr Parts and Supplies Inc. for 2021. Second by Commissioner Mikrot. A Roll Call vote was called by Chair Hallan: District 2-Commissioner Mohr/abstained from voting; District 3-Commissioner Chaffee/Aye; District 4-Commissioner Mikrot/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye. Motion carried 4-0 with Commissioner Mohr abstaining.

10. **January 5, 2021 Organizational Meeting**

The 2021 Regular and Organizational Meeting of the Pine County Board of Commissioners will be held January 5, 2021 at 10:00 a.m. in the Board Room, Pine County Courthouse, Pine City, Minnesota. Due to the pandemic, this meeting will be in person and via WebEx and streamed live on the internet. Not more than two county commissioners will be present in the meeting room. 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.

11. **County Board Strategic Planning Session**

The Special Meeting/Committee of the Whole meeting will be held January 12, 2021 at 10:30 a.m. at the North Pine Government Center, 1602 Hwy. 23 No., Sandstone. Due to the pandemic, this meeting will be in person and via WebEx and streamed live on the internet. Not more than

two county commissioners will be present in the meeting room. 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.

12. **Coronavirus Response Update**

Community Health Services Administrator Sam Lo provided an update on the vaccine distribution related to the current public health COVID-19 situation.

13. **Commissioner Updates**

Soil & Water Conservation District (SWCD): County Administrator Minke attended this meeting, stating that SWCD has been recruiting for a district manager, but have been unable to select a candidate for this position. District Forester Paul Swanson has been appointed interim district manager for six months.

State Community Health Services Advisory Committee: Commissioner Chaffee was unable to attend this meeting. Community Health Services Administrator Sam Lo stated the main topic of discussion was related to the COVID vaccine.

Law Library: Commissioner Mohr stated the budget, usage of the library, and missing inventory was discussed.

Central MN Jobs and Training Service: Chair Hallan stated a good audit was received.

East Central Solid Waste Commission: Chair Hallan stated the intake of garbage is returning to normal.

East Central Regional Library: Commissioner Mohr was unable to attend.

Pine County Chemical Health Coalition: Commissioner Ludwig stated items discussed included Ripple Effect Mapping, Opioid Grant, T21 Compliance Checks, and the new billboard.

Other: Pine County will receive pandemic relief funds in the amount of \$568,000 and pass through to local business and non-profits to help sustain them through the pandemic.

Other: Commissioner Mikrot stated the Willow River dam project has started; most of the old dam has been removed.

14. **Other**

Chair Hallan and Commissioners Mohr and Ludwig acknowledged outgoing commissioners Chaffee and Mikrot and thanked them for their service as county commissioners.

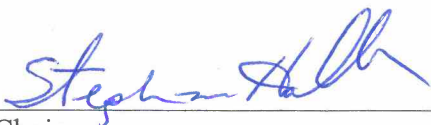
On behalf of the commissioners, Vice-Chair Mohr thanked Chair Hallan for his service as Chair of the Pine County Board of Commissioners for 2020.

15. **Upcoming Meetings**

Upcoming meetings were reviewed.

16. **Adjourn**

With no further business, Chair Hallan adjourned the meeting at 11:51 a.m. The next regular/organizational meeting of the county board is scheduled for Tuesday, January 5, 2021 at 10:00 a.m., Board Room, Pine County Courthouse, Pine City, Minnesota.



Chair
Board of Commissioners



David J. Minke, Administrator
Clerk to County Board of Commissioners