

ADDITIONS/REVISIONS/CORRECTIONS

Regular Meeting
March 16, 2021

ADDITIONS:

1. Commissioner Updates: 2nd Amendment Resolution Request
Commissioners have received a request to consider a resolution regarding the 2nd Amendment to the U.S. Constitution.

REVISIONS:

1. Regular Agenda Item 12: Upcoming Meetings
 - a. CANCEL: 12e. Snake River Watershed Management Board, March 22nd
 - b. CANCEL: 12f. Snake River Watershed Policy Committee, March 22nd
 - c. ADD: Lower St. Croix Comprehensive Watershed Management Plan Implementation Policy Committee, March 22, 2021, 4:00 p.m.
2. Regular Agenda Item 2Cii(b): Personnel Committee Report (revised request)
Acknowledge the resignation of Joy Hix, Zoning and Solid Waste Technician, effective March 26, 2021 and authorize the back fill 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 \$21.04/hour.

ADDITIONAL INFORMATION:

1. Regular Agenda Item 2Di(b) & (c): Personnel Committee Report
2Di(b) Temporary Employees – redlined revised policy
2Di(c) Performance Reviews – redlined revised policy



AGENDA REQUEST FORM

Date of Meeting: 3/16/2021

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

Agenda Item: Personnel Committee Update –Zoning & Solid Waste Technician and Office Support Specialist Recruitment

Department: Administration

Department Head signature

Background information on Item:

As outlined on the Personnel Committee Report on the agenda, at the March 8, 2021 Personnel Committee meeting, the committee recommended the temporary filling of the Zoning and Solid Waste Technician and Solid Waste Office Support Specialist position. These temporary positions were recommended due to a leave of the incumbent technician.

On Friday, Joy Hix, Zoning and Solid Waste Technician, submitted her resignation effective March 26, 2021. The technician position will now be vacant. Due to the timing, and the need to staff this position as permit activity is increasing, I am asking the Personnel Committee and County Board to consider changing the recommendation to fill the position permanently.

Action Requested:

Acknowledge the resignation of Joy Hix, Zoning and Solid Waste Technician, effective March 26, 2021 and authorize the back fill 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 \$21.04/hour.

Financial Impact:

Positions are contained in the 2021 budget.

2.45. **Temporary employee.** Means an employee hired for a specific duration or specific event. ~~having no permanent status. For example, employees who have been appointed for a designated period of time to complete a limited project. The employment (1) is not to exceed 67 days or (2) not more than 100 working days in any calendar year and the employees are under the age of 22, are full-time students enrolled in a non-profit or public educational institution prior to being hired by the employer, and have indicated, either in an application form of employment or by being enrolled at an educational institution for the next academic year of term, an intention to continue as students during or after their seasonal employment. Temporary employees are not eligible for County benefits unless required by law. The definition also applies to those employees who are working not more than 14 hours/week average over a six (6) month period on an as needed basis. (Ref MN Statute 179A.03) Temporary employees are not eligible for County Health, Sick, Vacation, and Holiday benefits/pay. Department Heads shall not exceed 67 days on seasonal employee without County Board approval.~~

3.17. **Temporary employment.** The County Administrator may authorize the hiring of temporary workers wWhen the need arises for a period of up to one year. Depending upon the needs of the county, the temporary worker may be hired as a temporary employee or contractor. ~~for the services of temporary help, the Department Head shall notify the Human Resources office no less than two (2) weeks prior to the needed assistance. This notification shall be in writing and detail, at a minimum: the specific need, the type of work to be done, the length of time the assistance is needed, the circumstances requiring the temporary assistance and what the department has done to minimize this need. The Human Resources Manager shall review the request and make a determination on the request. Temporary help of less than two (2) weeks in length will not require Board action, however expense of temporary help must be included in department budget. The Human Resources Manager shall, upon approval of placement of temporary help, make arrangements to fill the position.~~

4.6. **Performance Review evaluations.**

4.6.1. **Probationary reports.** ~~Department heads shall submit to the Human Resources Office a monthly probationary report on every probationary or promoted employee appointed to service. Prior to its submission, the report shall be reviewed with the employee and signed by him/her as evidence that he/she is aware of its contents, and a copy of the report shall be given to the employee.~~

4.6.12. **Permanent ~~E~~mployee Performance Review evaluations.** ~~Supervisors shall formally review the performance of their employees at least once per year, generally at the employee's anniversary. Every permanent non-union, non-exempt and exempt employee of the County will have a performance review at least on an annual basis. Employees will be reviewed by their immediate supervisor, or in some cases a team evaluation may be appropriate. Performance reviews shall be signed by the employee, immediate supervisor, and department head and will be placed in the employee's permanent personnel record. Evaluations should highlight employee's strengths and identify areas of improvement. address specific areas for development for weaknesses within the scope of the current job description. Signatures are required on the appraisal forms; once the form has been signed, none of the information may be altered.~~

~~All department heads shall be reviewed by the Personnel Committee annually at the beginning of each year or another time designated by the County Board.~~

Probationary employees shall be reviewed regularly throughout the term of their probation period.



AGENDA
PINE COUNTY BOARD REGULAR MEETING

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

Tuesday, March 16, 2021, 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): 181 974 8715, (password): 3utBBmigA58. 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
Approve Minutes of March 2, 2021 County Board Meeting and Summary for publication.
- F) Minutes of Boards, Reports and Correspondence
Pine County Housing and Redevelopment Authority (HRA) Board of Director regular meeting Minutes – December 30, 2020 and January 27, 2021
Pine County Land Surveyor Monthly Report – February 2021

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 February, 2021 Cash Balance (attached)**

Fund	February 28, 2020	February 28, 2021	Increase/Decrease
General Fund	3,113,692	4,279,954	1,166,262
Health and Human Services Fund	769,661	1,942,706	1,173,045
Road and Bridge Fund	4,635,595	1,845,418	(2,790,177)
COVID Relief	0	0	0
Land Management Fund	2,482,249	2,374,934	(107,315)
TOTAL (inc non-major funds)	12,004,415	11,973,765	(30,650)

2. **February 2021 Disbursements/Claims Over \$2,000 (attached)**

Consider approval of the February 2021 disbursements and claims over \$2,000.

3. **Applications**

Consider approval:

A. **Tobacco License**

- i. DG Retail, LLC DBA Dollar General #21195, 109 Ashley St., Sandstone.
- ii. DG Retail, LLC DBA Dollar General #22256, 304 Fire Monument Rd., Hinckley.

B. **Premise Permit**

- i. Pokegama Lake Association to conduct lawful gambling at Red’s Liquor Box, 18070 Beroun Crossing Rd., Pine City (Pokegama Township). Consider approval of Resolution 2021-20 approving premises permit for Pokegama Lake Association and authorize Board Chair and County Administrator to sign.

C. **Abatement**

- i. Joshua & Sarah Sill, PID M30.8800.001, 47024 Government Rd, Hinckley (Sandstone Township).

4. **Personnel (Employment Status)**

- A. Acknowledge the promotion of part-time correction officers Rebecca Blodgett and Zackrie Carter to full-time status, effective March 17, 2021. Grade and wage remain unchanged.

5. **New Hire**

- A. Consider approval of the hiring of Angelika Veldhouse as a full-time sheriff’s secretary, effective March 29, 2021, grade 4, starting wage \$17.66 per hour.

6. **Training**

- A. Consider authorizing Social Services Supervisor Barbara Schmidt to attend the virtual 25th Annual Child and Adolescent Mental Conference, April 19-20, 2021. Registration fee: \$180. Funds are available in the 2021 Health & Human Services budget.

REGULAR

1. Facilities Committee Report (Minutes attached)

The Facilities Committee met March 3, 2021. Information only, no board action necessary.

2. Personnel Committee Report (Minutes attached)

The Personnel Committee met March 8, 2021. The Personnel Committee made the following recommendations:

A. Sheriff's Office – Dispatch

- i. Ratify the termination of probationary part-time dispatcher Marcus Hamilton-Gustafson effective February 23, 2021, and request backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

B. Health and Human Services

- i. Acknowledge the resignation of Social Worker Jessica Zirbes, effective February 19, 2021, and request backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- ii. Acknowledge the retirement of Eligibility Worker Sue Blechinger, effective May 7, 2021.

C. Auditor/Treasurer

i. Treasurer Clerk/Payroll

- (a) Approve the re-grade of the Treasurer Clerk/Payroll position from 170 (Grade 5) to 210 (Grade 6) due to increased duties and classification change from “Skilled Administrative Support” to “Administrative”. Update the job description reflecting the change.

ii. Land Services—Household Hazardous Waste Attendants

- (a) Approve the Household Hazardous Waste Attendant job description. Grade 1, starting salary \$15.28 per hour; and authorize the hiring of two part-time Household Hazardous Waste Attendant positions.
- (b) Authorize the temporary promotion of Jessica Sonsteby to the Zoning and Solid Waste Technician, grade 7, starting wage \$21.04 per hour, and approve temporary backfill of the Zoning and Solid Waste Office Support Specialist position, grade 4, starting wage \$17.66 per hour, and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

D. Administration

- i. Approve the revised policies for the following:
 - (a) Section 12 Travel
 - (b) Temporary Employees
 - (c) Performance Reviews

3. Appointment of Chief Deputy

Approve the appointment of Sergeant Scott Grice as Chief Deputy for the Pine County Sheriff's Office, effective May 24, 2021, at a salary of \$90,000.

4. Housing and Redevelopment Authority (HRA) Commissioner Vacancy

Consider appointment of Claudia Bloom to fill the commissioner vacancy on the HRA Board, term expiring October 4, 2024, due to the death of HRA Commissioner Dorothy Stockamp. This appointment follows the appointment process set forth in Resolution 2020-68.

5. Greater Minnesota Recycling and Composting Grant

Consider approval of Resolution 2021-21/Minnesota Pollution Control Agency Fiscal Year 2021 Grant Program Authorization Resolution, and Resolution 2021-22/Minnesota Pollution

Control Agency Fiscal Year 2021 Grant Program Matching Funds Resolution. The county will enter into a grant agreement with MPCA to carry out the recycling and composting grant program. If MPCA funding is received, the county will have a 25% match requirement of \$3,516.40 of in-kind county staff time and \$57,525 in local funds. Authorize Board Chair and County Administrator to sign.

6. **2020 Probation Out-of-Home Placement Report**

Probation Director Terry Fawcett will present the Out-of-Home Placement Report for the Probation Department.

7. **2020 Highway Annual Report**

Public Works Director/County Engineer Mark LeBrun will present the 2020 Public Works Department Annual Report.

8. **Coronavirus / Public Health Update**

A. Public Health

B. **American Rescue Plan Update**

Provide direction/guidance to proceed with recruitment of an economic development coordinator and/or alternative strategies to provide economic development services.

9. **Legislative Update**

10. **Commissioner Updates**

Central MN Council on Aging
East Central Solid Waste Commission
East Central Regional Library Trustee Board
Chemical Health Coalition
Mille Lacs Band of Ojibwe
Jack Friebe/Congressman Stauber's Office
Soil & Water Conservation District
Central Minnesota Jobs and Training Services
Minnesota Rural Counties
Lakes & Pines Community Action Council
Other

11. **Other**

12. **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, March 16, 2021, 10:00 a.m., 1602 Hwy. 23 No., Sandstone, Minnesota
- b. New Commissioner Training, Wednesday, March 17, 2021, 9:00 a.m.
- c. CBR: Accelerate Program, Wednesday, March 17, 2021, 1:00 p.m.
- d. Arrowhead Counties Association, Wednesday, March 17, 2021, 6:00 p.m.
- e. Snake River Watershed Management Board, Monday, March 22, 2021, 9:00 a.m.
- f. Snake River Watershed Policy Committee, Monday, March 22, 2021, 10:30 a.m.
- g. Technology Committee, Tuesday, March 23, 2021, 9:00 a.m.
- h. NLX, Wednesday, March 24, 2021, 10:00 a.m.
- i. Northeast Minnesota Emergency Communications Board/Radio Advisory Committee, Thursday, March 25, 2021, 10:00 a.m.
- j. CBR: Accelerate Program, Friday, March 26, 2021, 9:00 a.m.
- k. CBR: Accelerate Program, Friday, April 2, 2021, 9:00 a.m.

1. Pine County Board of Commissioners Regular Meeting, Tuesday, April 6, 2021, 10:00 a.m.,
1602 Hwy. 23 No., Sandstone, Minnesota

13. **Adjourn**