

ADDITIONS/REVISIONS/CORRECTIONS

Regular Meeting

July 20, 2021

ADDITION:

1. Consent Agenda Item: Consider the hiring of Office Support Specialist Samantha Kubesh, effective July 21, 2021, at Grade 2, Step 1, \$15.92 per hour, contingent upon a successful background check.



AGENDA REQUEST FORM

Date of Meeting: July 20, 2021

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

Agenda Item: Approve New Hire

Department: HHS

Rebecca Foss

Department Head signature

Background information on Item:

Interviews were recently held for an Office Support Specialist position, which is vacant due to an internal promotion. The position has been offered to and accepted by Samantha Kubesh, contingent on county board approval and the background check. Samantha would begin employment with the county on Wednesday, July 21 at Grade 2, Step 1 (\$15.92/hour).

Action Requested:

Approve the hiring of Office Support Specialist Samantha Kubesh effective July 21 at Grade 2, Step 1 (\$15.92/hour), contingent on an approved background check.

Financial Impact:

The position is contained in the 2021 HHS budget.



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, July 20, 2021, 10:00 a.m.

North Pine Government Center

1602 Hwy. 23 No.

Sandstone, Minnesota

Notice of Participation via Interactive Technology

Pine County Commissioner Matt Ludwig will be attending the Pine County Board of Commissioners Regular Meeting on Tuesday, July 20, 2021 at 10:00 a.m. via interactive technology, pursuant to Minnesota Statute 13D.02 and MN Department of Administration Advisory Opinions 08-034 and 13-009. Commissioner Ludwig will be seen and heard at the meeting via electronic means and will participate from Staybridge Suites, 2350 Commerce Drive NW, Rochester, MN 55901, a location open and accessible to the public.

The public is invited to join the meeting in person or remotely: by phone call 1-650-215-5226, (access code): 175 050 5657, (password): MJxm3YAVK55. 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
Minutes of July 6, 2021 County Board Meeting and Summary for publication
- F) Minutes of Boards, Reports and Correspondence
Pine County Housing and Redevelopment Authority (HRA) Regular Meeting Minutes – May 26, 2021
Pine County Chemical Health Coalition Minutes – July 12, 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 June, 2021 Cash Balance (attached)**

| Fund | June 30, 2020 | June 30, 2021 | Increase/Decrease |
|--------------------------------|----------------------|----------------------|--------------------------|
| General Fund | 5,542,757 | 7,460,603 | 1,917,847 |
| Health and Human Services Fund | 1,868,057 | 2,908,973 | 1,040,916 |
| Road and Bridge Fund | 4,346,288 | 5,893,517 | 1,547,228 |
| COVID Relief | N/A | 2,865,452 | 2,872,569 |
| Land Management Fund | 1,323,230 | 1,640,089 | 316,859 |
| Self Insurance | N/A | 587,862 | 587,862 |
| TOTAL (inc non-major funds) | 15,843,003 | 24,071,675 | 8,228,671 |

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

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

3. **Applications**

A. **Repurchase Application**

- i. Consider approval of Resolution 2021-51 authorizing Ken Krause, son of the former owner, Leona Krause, now deceased, to repurchase the property described as 67262 Beaver Trail Road, Askov (Parcel ID 25.0096.000) on a contract. Due to probate not being complete, the property will be placed back in Leona's ownership. Authorize Board Chair and County Administrator to sign.

B. **Temporary On-Sale Liquor License**

- i. Consider approval of a temporary on-sale liquor license for the Rock Creek Lions for an event on September 3-6, 2021 at the Heidelberger Rodeo, 3923 State Hwy. 70, Pine City, MN (Royalton Township).

4. **Special Assessments**

A. **Septic Fix-Up**

- i. Consider approval of Resolution 2021-53 extending a septic fix-up special assessment to Thomas A. Stelter and Ginny L. Stelter in the amount of \$17,775 (PID 40.0004.008), and Jason T. Dufresne and Aimee R. Dufresne in the amount of \$14,741.87 (PID 20.0156.000). Authorize Board Chair and County Administrator to sign.

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

Review and consider approval of Commissioners' Expense Claim Forms.

6. **Donations**

- A. Consider acceptance of a \$500 donation from the Pine Area Lions Club to be used to help offset expense of the K-9 program.

7. **Agreement with Pine City School District**

Consider approval of the Agreement for the Transportation of Children and Youth in Foster Care Placement with the Pine City School District. Authorize Board Chair and County Administrator to sign. Term of the Agreement is July 1, 2021 – June 30, 2023. Transportation expense payment responsibility is set forth in the agreement as situations arise.

8. **Personnel (Regular Employment Status)**
 - A. Consider approval of the regular employment status to Social Worker Angela Ripley effective August 25, 2021.
9. **New Hire**
 - A. Consider approval of the hiring of Social Worker Amy MacDonald effective July 26, 2021, \$26.46 per hour. Grade 10, Step 2.
10. **Training**
 - A. Consider approval of Public Health Director Sam Lo and Supervisor Jessica Fehlen to attend the MN Supervisor's Conference, September 12-15, 2021, at Breezy Point, Minnesota. Registration: \$120 total; Lodging/meals: \$948 total; Total cost for both: \$1,068. Funds are available in the 2021 Health & Human Services budget.
 - B. Consider approval of Veterans Services Officer Mindy Sandell to attend the annual MN Association of County Veterans Services Officers Fall Conference, September 12-15, 2021, Nisswa, Minnesota. Lodging: \$533. Total cost \$533. Funds are available in the 2021 Veterans Services Office budget.

REGULAR

1. **Facilities Committee (Minutes Attached)**
The Facilities Committee met on July 7, 2021. Minutes are for information only. No board action necessary.
2. **Personnel Committee (Minutes Attached)**
The Personnel Committee met on July 12, 2021. The Personnel Committee made the following recommendations:
 - A. **Health & Human Services**
 - i. Acknowledge the resignation of Eligibility Worker Darcie Koecher, effective July 2, 2021, and approve backfill and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
 - B. **Sheriff's Office – Jail**
 - i. Acknowledge the resignations of Correction Officers Timothy Ottum (effective June 14, 2021), Timmy McKellar (part-time, effective July 14, 2021) and Michelle Pickar (effective July 19, 2021), and approve backfills and any subsequent vacancies that may occur due to internal promotions or lateral transfers.
 - ii. Recommend Jail System Coordinator job description revision as proposed with regrade of position from grade 10, starting wage of \$25.42/hour, to a grade 9, starting wage of \$23.98/hour, based on redistribution of duties and change in educational requirements.
 - C. **Sheriff's Office**
 - i. Recommend the addition of a Sergeant position (four total) and backfill for any subsequent vacancies that may occur due to internal promotion or lateral transfer. The Sergeant position is a Grade 12 with a minimum starting wage of \$29.36/hour.
 - ii. Recommend to hire ahead, one deputy to cover vacancies created by employee leaves of absences. This authorization will not increase the authorized staffing level but is intended to reduce the length of time positions are vacant. The Deputy Sheriff position is a Grade 10 with a minimum starting wage of \$26.13/hour.

Other items for information only.

3. **Public Safety Committee (Minutes Attached)**

The Public Safety Committee met on July 13, 2021. The Public Safety Committee made the following recommendations:

 - A. **Sheriff's Staffing Update**
 - i. Addition of a sergeant position to the Sheriff's Department.
 - B. **Emergency Management Annual Update**
 - i. Emergency Management to provide an annual report to the county commissioners to update commissioners on activities including training, needs, community preparedness, mutual aid, etc.
 - C. **Appointment of Deputy Director of Emergency Management**
 - i. Recommendation to appointment Chief Deputy Scott Grice and Sheriff's Office Office Manager Denise Baran as Deputy Directors of Emergency Management. Authorize Board Chair, Chief Deputy, Sheriff's Office Office Manager and County Administrator to sign Loyalty Oath cards.
4. **Economic Development Committee**

The Economic Development Committee will meet Monday, July 19, 2021 at 9:00 a.m. An update will be provided at the county board meeting.
5. **Land Committee**

The Land Committee will meet Monday, July 19, 2021 at 1:00 p.m. An update will be provided at the county board meeting.
6. **Personnel (Resignation Acknowledgement and Request for Backfill)**

Acknowledge the resignation of part-time Household Hazardous Waste Attendant Kevin Ice effective July 21, 2021 and authorize backfill of the position and any position that becomes vacant due to a promotion or lateral transfer.
7. **Central MN Council on Aging**

Presentation by Lori Vrolson, Executive Director, Central MN Council on Aging.

 - A. Approve 2022 contribution amount of \$2,534 to Central MN Council on Aging.
 - B. Consider approval of the 2022 Memorandum of Agreement with the Central MN Council on Aging and authorize Board Chair and County Administrator to sign.
 - C. Consider appointment of a commissioner to serve as the Pine County representative to the Central MN Council on Aging Board of Directors. Chair Hallan is the current Pine County representative.
8. **Pine County Recycling Contract Amendment**

Consider approval of an amendment to Attachment One of the Pine County Recycling Program Contract eliminating the Finlayson recycling site. Authorize Board Chair and County Administrator to sign.
9. **County Staff Appreciation Day**

Consider approval of Resolution 2021-52 proclaiming July 27, 2021 as Pine County Staff Appreciation Day. Authorize Board Chair and County Administrator to sign.
10. **Schedule Special Meeting-Committee of the Whole**

Schedule a Special Meeting-Committee of the Whole, September 14, 2021, 9:00 a.m. at Nemadji Research, Bruno. (As an off-site meeting we will not have a video/remote option available.)

11. **Commissioner Updates**

Soil & Water Conservation District
East Central Solid Waste Commission
East Central Regional Library Trustees Board
Pine County Chemical Health Coalition
Mille Lacs Band of Ojibwe Meeting
AMC County Government 201: Summer Conference for Recently Elected Officials
Northeast Minnesota Area Transportation Partnership - Cancelled
MN Council on Aging/Executive Committee
Pine County Transit Advisory
Extension Committee
Economic Development Committee
Lakes & Pines Community Action Council
Broadband Update (Consultant Recruitment)
Other

12. **Other**

13. **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, July 20, 2021, 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
- b. Special Meeting-Committee of the Whole, Wednesday, July 21, 2021, 9:00 a.m., Board Room, 635 Northridge Drive NW, Pine City, Minnesota
- c. Northeast Emergency Communications Board/Radio Advisory Committee, Thursday, July 22, 2021, 10:00 a.m.
- d. LTD Meeting, Monday, July 26, 2021, 9:00 a.m.
- e. Snake River Watershed Management Board, Monday, July 26, 2021, 9:00 a.m., Kanabec County Courthouse, 18 North Vine, Mora, Minnesota
- f. Snake River Watershed Policy Committee, Monday, July 26, 2021, 10:30 a.m., Kanabec County Courthouse, 18 North Vine, Mora, Minnesota
- g. Accelerate! Check In Monthly Meeting, Monday, July 26, 2021, 10:00 a.m.
- h. Lower St. Croix Policy Committee, Monday, July 26, 2021, 4:00 p.m., In Person, Location TBD
- i. Technology Committee, Tuesday, July 27, 2021, 9:00 a.m., Commissioner Conference Room, Courthouse, Pine City, Minnesota
- j. City/Township ARPA Coordination Meeting #2, Tuesday, July 27, 2021, 4:00 p.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
- k. NLX, Wednesday, July 28, 2021, 10:00 a.m.,
- l. Housing Redevelopment Authority (HRA), Wednesday, July 28, 2021, 1:00 p.m.
- m. MN Council on Aging/Board of Directors, Thursday, July 29, 2021, 10:00 a.m.
- n. Central Region EMS, Friday, July 30, 2021, 10:00 a.m., Virtual or St. Cloud
- o. Public Health Van viewing prior to commencement of Pine County Board Meeting, Tuesday, August 3, 2021, 9:30-10:00 a.m., Courthouse, 635 Northridge Drive NW, Pine City, Minnesota
- p. Pine County Board of Commissioners, Tuesday, August 3, 2021, 10:00 a.m., 635 Northridge Drive NW, Pine City, Minnesota

14. **Adjourn**