

ADDITIONS/REVISIONS/CORRECTIONS

**Regular Meeting
December 9, 2021**

REVISIONS

- 1. Regular Agenda Item #1A – Pine County Purchasing Policy**
Consider approval of corrected/updated Purchasing Policy

Policy #24

PINE COUNTY PURCHASING POLICY

PROCUREMENTS FOR NON-FEDERAL FUNDING

Adopted/Amended July 17, 2018; Supersedes Policy Adopted/Amended February 20, 2018

SECTION 1: APPLICABILITY

This policy applies to each employee of Pine County that is granted the authority for procurements with non-Federal funding. When procuring property and services through Federal funding, employees should refer to the Pine County Federal Award Procurement and Conflict of Interest policy for additional guidance.

SECTION 2: POLICY STATEMENT

This policy is to provide the framework for departments to follow when procuring services and property. It is in the best interest of Pine County and its taxpayers that procurements are made of the highest professional standards in accordance with State and Federal laws and regulations. All procurement transactions must be conducted in a manner which allows full and open competition, where all responsible sources are permitted to compete in the purchasing process. Departments should consider life-cycle costs, long term value, quality, and seek the best quality goods and services for its taxpayers when making procurements.

SECTION 3: ETHICAL PRACTICE

No elected official, employee or immediate family member of an elected official or employee should have a financial interest, directly or indirectly, in any contract or purchase order for goods or services used by Pine County **unless the contract or purchase has been specifically approved by a unanimous vote of the county board and the amount of the purchase or contract is \$25,000 or less per year in accordance with Minnesota Statute 471.345 Subd. 5.** Elected officials and employees should not accept or receive, directly or indirectly, from a vendor any promise, obligation, gift, or contract for future reward or compensation. Any violation of this section may be a gross misdemeanor. (M.S. 471.87)

SECTION 4: PROCUREMENT AUTHORITY

The Pine County Board of Commissioners has the authority to authorize all expenditures of County funds. The Board has authorized purchasing authority to each department head and his/her official designee(s). Budgeted funds must be available before a purchase commitment is made. Each department is responsible for presenting their purchase requests for the upcoming budget year to the Board for approval.

SECTION 5: GENERAL RESPONSIBILITIES

- I. County Issued Credit Cards - Any County employee who is authorized to make purchases, and uses a County issued credit card for that purchase, will be responsible for full compliance with this policy. See the Pine County Credit Card policy for additional guidance.

- II. Contracts – ~~All written contracts require County Board approval.~~ **Contracts below \$25,000 that are within the budget and contracts that are \$25,000 or above specifically approved in the budget may be executed by the county administrator. Other contracts require county board approval.**
- III. Leases – Any department considering a lease agreement must consult with the County Administrator.
- IV. Professional services (i.e. consulting) do not require a bid. A request for proposal is appropriate for these services. Contracts are awarded based on the qualifications and competency of the candidates for the professional service; not on the lowest cost.
- V. Department heads are required to maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts.
- VI. Supplies – Consumable goods that are generally valued under \$500. May be purchased as needed within the approved annual budget for each department.

SECTION 6: PROCUREMENT LIMITS

The Pine County Board has the authority to authorize all expenditures of County funds. Under no circumstances should purchases be split or purchased in intervals to avoid procurement limits. Where more than one procurement method is permitted, department heads should select the one most likely to provide the best value for the County. The Board has authorized purchasing authority as follows:

- I. **\$0 to \$25,000 – The County has the discretion to make the purchase by obtaining a minimum of two quotes or simply buy the item in the open market.** ~~Purchases may be made by direct negotiation in the open market, or with a minimum of two written quotes or bids from qualified vendors.~~ Supporting quotation or bid documentation must be retained for one year after ~~their~~ receipt (M.S. 471.345, subd.5).
- II. **\$25,000.01–\$175,000** - Contracts may be made either upon sealed bids or by obtaining two or more quotations. No advertising for bids is required. All supporting documentation should be kept on file for one year ~~of~~ **after** receipt (M.S. 471.345).
- III. **Over \$175,000** – Contracts that exceed \$175,000 require a formal competitive sealed bid process solicited by public notice. All supporting documentation should be kept on file for 10 years after completion of project.
- IV. **Best Alternative Value-** As an alternative to bidding, the County may elect a “best value alternative” process for construction, **building, alteration, improvement, or repair services,** ~~or maintenance work.~~ If the “best value alternative” is chosen, the County will comply with all the requirements under M.S. 16C.28, sub 1.
- V. **Cooperative Contracts-** The County is authorized to use cooperative contracts (Federal, State, and other local governments) ~~in lieu of formal bidding or seeking quotes when it is to the advantage of~~

~~the County~~, but must follow the guidelines stated in the contract which may include a requirement for multiple bids/quotes.

VI. **Purchases of Software and Technology-** All purchases involving software and technology must be approved by the IT Manager.

SECTION 7: CAPITAL ASSET PURCHASES

If a purchase is at or above the capital asset threshold, the department receiving the asset ~~should~~ **is required to complete an asset acquisition and sign a capital asset form and immediately forward the form, supporting documentation invoice of the purchase, and copies of all bid/quotation support to the Auditor's office. The capital asset form will not be accepted by the Auditor's office without an invoice to support the purchase.** The following is the capital asset categories and thresholds:

- a. Equipment/Vehicles/**Computer Hardware** - \$10,000
- b. Building - \$25,000
- c. Building Improvements - \$25,000
- d. Roads - \$50,000
- e. Bridges - \$50,000
- f. Land – no minimum
- g. Intangibles - \$20,000

Any disposals of the County's capital assets need to be reported. Each Department is responsible for submitting a signed capital asset form, along with support of the disposal, whenever any of the County's capital assets are sold, scrapped, traded, donated, put into storage, or any other method of removing them from use.

Transfers of capital assets between departments of the County need to be reported. Notification of these transfers should be immediately reported to the Auditor's office.

Group purchases can only be considered in the above capital asset categories if all items remain together as one component unit.



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

Thursday, December 9, 2021, 10:00 a.m.

**Pine County Courthouse Board Room
635 Northridge Drive NW
Pine City, Minnesota**

The public is invited to join the meeting in person or remotely: by phone call 1-312-626-6799, (Meeting ID): 970 4531 6830; (password): 5911400. 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 November 16, 2021 County Board Meeting and Summary for publication
- F) Minutes of Boards, Reports and Correspondence
Pine County Zoning Board Minutes – October 28, 2021
Pine County Chemical Health Coalition Minutes – November 8, 2021
Pine County Land Surveyor Monthly Report – November 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. Applications

A. 2022 Tobacco Licenses

Consider approval of the following 2022 tobacco licenses, pending approval by the County Sheriff, and authorize Board Chair and County Auditor to sign licenses:

- BP (formerly Murphy), Banning Junction Lounge, Banning Junction Convenience Store, Banning Junction off sale, Bear Creek Tavern, Bear’s Den, Beroun Crossing Country Store, Casey’s General Store #3445, Casey’s General Store #3520, Chris’ Food Center Sandstone, Crossroads Convenience Store, Daggett’s Super Valu, Dave’s Oil Corp, Denham Run Bar & Grill, Dollar General (Hinckley), Dollar General (Sandstone), Dollar

General (Willow River), Duquette General Store, Family Dollar Store (Hinckley), Family Dollar Store (Sandstone), Finlayson Municipal Liquor Store, Floppie Crappie, Froggies (Tadpoles), Hinckley Firehouse Liquor, Holiday Station (Hinckley), Holiday Station (Pine City), Holiday Station (Pine City), Kornerstore #900, Kurt's Station, Kwik Trip, Main Street Grocery, Maverick's, Mini Mart #1, Minit Mart (Hinckley), Minit Mart (Sturgeon Lake), Nickerson Bar & Motel, Inc, Marge's Pub & Grub, Petry's Bait Company, Pine City Tobacco, Red's Liquor Box, Rich's Bar, Sandstone Petro Plus, Side Tracked, Slim's Service, Inc., Squirrel Cage, Super Smokes, Speedway #4500, Tobies Station, Inc, Wal-Mart Supercenter #2367.

2. **Donations**

Consider acceptance of the following donations:

- A. \$3,700 donation from Walmart to be used toward the sheriff's office aerial drone program.

3. **Contracts / Agreements**

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

A. **Joint Powers Agreement Between the State of Minnesota and the County of Pine – Criminal Justice Data Communications Network**

Resolution 2021-73 approving the Joint Powers Agreement between the Pine County Health & Human Services Department and the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension for use of the State's Criminal Justice Data Communications Network (CJDN). This is a five-year renewal. Annual cost is \$1,020.

B. **2022-2023 Monarch Counseling Services**

Between Health & Human Services (HHS) and Monarch Counseling Service to provide required clinical and reflective practice supervision. The cost for service is \$100/hour for reflective practice supervision and \$125/hour for clinical supervision. The term of the contract is January 1, 2022 through December 31, 2023.

C. **2022 Rise Up Psychological Services**

Between Rise Up Psychological Services and Pine County Health & Human Services for Rise Up Psychological Services to provide clinical and reflective practice supervision and provide Qualified Individual Assessments for out-of-home placement cases. The term of the contract will be January 1, 2022 through December 31, 2022. Rates for clinical and reflective practice are unchanged from 2021. Qualified Individual Assessments are billed at \$125/hour.

D. **Food Service Agreement – Summit Foods Service LLC**

Food Service Agreement (Amendment #13) between the Pine County Jail and Summit Food Service reflecting a 5.3% price increase for food service in the jail, effective January 15, 2022.

E. **Joint Powers Agreement Between the State of Minnesota and the County of Pine - Minnesota Anti-Heroin Task Force Program Joint Powers**

Joint Powers Agreement between the Pine County Sheriff's Office and the State of Minnesota, through its Commissioner of Public Safety on behalf of the Bureau of Criminal Apprehension to allow the county to participate in the Minnesota Anti-Heroin Task Force Program and receive overtime reimbursement as allowed under the Community Oriented Policing Services Anti-Heroin Task Force Program.

F. **IFS Support & Maintenance Contract Ratification**

Ratification of the Professional Services Agreement between TriMin Systems Inc. and the Minnesota Counties Computer Cooperative (MnCCC) for the maintenance and support of IFS for the period January 1, 2022 through December 31, 2024. The maintenance and support cost increase 15% for 2022 from the current and then an additional 5% in 2023 and

2024. Authorize Board Chair and County Administrator to sign Board Ratification Statement.

G. Residential Recycling Contract

Recycling Program Contract between Pine County and Cloquet Riverside Recycling, for the period January 1, 2022 through December 31, 2022. The cost of this contract is \$82,508.40, which is within the Solid Waste Department's 2022 budget. There is an option to extend the contract, upon mutual agreement, for up to three years. A consumer price index escalator would be applied annually to any term extensions to increase compensation to the contractor.

4. New Hire

A. Consider approval of the hiring of part-time Veterans Service Officer Michael Harshman, effective December 13, 2021, non-union position, \$26.13 per hour.

5. Training

A. Consider approval for County Engineer Mark LeBrun and Assistant County Engineer Aaron Gunderson to attend the Minnesota County Engineers Annual Conference, January 18-21, 2022, in Brainerd, Minnesota. Lodging, meals and registration—total cost \$1,768. Funds are available in the 2022 Highway budget.

REGULAR

1. Finance and Investment Committee Report

The Finance and Investment Committee met Monday, November 29, 2021. The Finance and Investment Committee made the following recommendations:

A. Consider approving the updated Pine County Purchasing Policy

B. Consider approving the updated Pine County Capital Asset Policy

All other information is for informational purposes only.

2. University of Minnesota Extension

Presentation by University of Minnesota Extension staff.

Consider approving \$75,000 of American Rescue Plan Act funds (ARPA) over 3 years (2022, 2023, and 2024) for the University of Minnesota Extension service to implement Family and Community Resilience in Pine County. Further authorize the county administrator to execute a sub-recipient agreement and other documents necessary to implement the program.

3. Development Authority Study Committee Report

Consider the report completed under Minnesota Statutes §469.1082. Commissioners Mohr and Waldhalm were members of the study committee and will present the report.

4. Zoning Board Appointments

Consider approval of the following appointees to the Pine County Zoning Board, effective January 1, 2022 through December 31, 2025: District 1: Nancy Rys, District 3: Dirk Nelson, At-Large: Patrick Schifferdecker.

5. Voting Equipment Grant Application

A. Consider approval of Resolution 2021-75 authorizing the application for the Voting Equipment Grant Account to replace all electronic tabulation devices used for election, purchase a central count machine to be used for the absentee ballots and townships/cities which process their ballots at the courthouse, and potentially replace the assistive voting devices. Authorize Board Chair and County Administrator to sign.

B. Consider forming an ad hoc committee to assist with equipment selection.

6. **Approval Final Contract #1903**

Consider approval of final payment to S.R. Reinforcing, Inc., in the amount of \$29,887.05, for Contract #1903 related to:

SAP 058-652-011, located on CSAH 52, 0.5 miles West of CSAH 61 over Kettle River.
Authorize County Administrator to sign Certificate of Final Contract Acceptance.

7. **Arrowhead Counties Association Legislative Priorities for 2022**

Discussion and direction as to the county's legislative priorities: PILT reform, Bonding for justice-involved female program, mental health funding (AMHI Reform and Moose Lake Alternative Funds), increasing funding to counties for corrections and probation, improvements to ICWA incentive program for counties.

8. **Commissioner Updates**

Arrowhead Counties Association

Extension Committee

State Community Health Advisory Council

Snake River Watershed Management Board - cancelled

Snake River Watershed Policy Committee – cancelled

Blandin Broadband

Technology Committee - cancelled

NLX

Housing and Redevelopment Authority (HRA)

Mediation – Correction Officer/Dispatch

AMC Public Health and Human Services Policy Committee Pre-Conference Platform Review

Facilities Committee – cancelled

Mille Lacs Band of Ojibwe

COVID Response Planning meeting

Solid Waste Ordinance Committee

Association of Minnesota Counties Annual Conference

Soil & Water Conservation District

Other

9. **Other**

10. **Upcoming Meetings (Subject to Change)—Location and/or call-in information. Contact the organization hosting the meeting for call-in information.**

- a. Holiday Tree Event, Thursday, December 9, 2021, 9:00 a.m., Courthouse, 635 Northridge Drive NW, Pine City, Minnesota
- b. Pine County Board of Commissioners, Thursday, December 9, 2021, 10:00 a.m., Board Room, Pine County Courthouse, Pine City, Minnesota
- c. Pine County Law Library, Thursday, December 9, 2021, 12:00 p.m.
- d. Truth In Taxation, Thursday, December 9, 2021, 6:00 p.m., Board Room, Courthouse, 635 Northridge Drive NW, Pine City, Minnesota
- e. Central Minnesota Jobs and Training Services, Friday, December 10, 2021, 406 E. 7th Street, Monticello, Minnesota
- f. East Central Solid Waste Commission, Monday, December 13, 2021, 9:00 a.m.
- g. Personnel Committee, Monday, December 13, 2021, 9:00 a.m.
- h. East Central Regional Library Trustees Board, Monday, December 13, 2021, 9:30 a.m.
- i. Pine County Chemical Health Coalition, Monday, December 13, 2021, 4:00 p.m.

- j. St. Croix River Education District, 28th Annual Legislative Forum, Tuesday, December 14, 2021, 5:00 p.m., Chucker's Bowl, Rush City, Minnesota
- k. Arrowhead Counties Association Annual Dinner, Wednesday, December 15, 2021, 6:00 p.m., location TBD
- l. State Community Health Advisory Council, Friday, December 17, 2021, 1:00 p.m.
- m. East Central Regional Development Commission, Monday, December 20, 2021, 7:00 p.m.
- n. Pine County Board of Commissioners, Tuesday, December 21, 2021, 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
- o. Kettle 1W1P Policy meeting, Tuesday, December 21, 2021, 1:00 p.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota.

11. **Adjourn**